

**INTERNAL SERVICES DEPARTMENT
HUMAN RESOURCES**

PAYROLL AND INFORMATION MANAGEMENT

PERSONNEL AND PAYROLL REFERENCE



This packet includes a listing of items for your information in preparing employee transactions and reading various reports and screens generated by the Personnel/Payroll System. Codes are listed in **bold** followed by their description. If you have any questions, please call us at 305-375-4011. Thank you.

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EMPLOYEE STATUS CODES

FULL-TIME

AA	Permanent	After a probationary period is successfully served, an employee is placed in this status code. Only <u>full-time</u> classified service employees occupy this status code.
AB	Probationary	This status is used when an employee is hired into a <u>full-time</u> classified service position. Probationary period is 26 pay periods.
AC	Exempt	This status is used for <u>full-time</u> employees exempted from the classified service by Section 2-41 of the Miami-Dade County Code. No probationary period is served.
AF	Trainee	A <u>full-time</u> employee who has not met all the qualifications of the specified job.
AH	Emergency	A <u>full-time</u> position where unusual conditions exist which require immediate employment. Appointments to this status code should not exceed thirty (30) days unless approved by Human Resources.
AJ	Substitute	A <u>full-time</u> appointment. Employees assigned this status are replacing a full-time employee who is unable to be on the job.
AT	Acting Appointment in the Classified Service	A <u>full-time</u> temporary appointment of an employee to a vacant position that is in recruitment status. Appointments should not exceed six (6) months unless approved by Human Resources.
AX	Acting Appointment Exempt Employee	A <u>full-time</u> provisional appointment of a full-time employee to a position in the exempt service, pending recruitment. Appointments should not exceed six (6) months unless approved by Human Resources.

PART-TIME

AE	Part-time	A position in which an employee works fewer than 40 hours per week. Employees usually work various schedules throughout the year.
AM	Part-Time Temporary/ Seasonal	This status is used to identify temporary or seasonal positions that are part-time.
AW	Farmworker Trainees	Non-full-time and non-career service.

TEMPORARY/SEASONAL (Not eligible for Sick or Annual leave)

AD	Temporary	A provisional or short-term position (non-career service). Appointments are not to exceed six (6) months in any one year unless approved by Human Resources.
AG	Seasonal	A non-career service position for only certain periods of the year (e.g., summer, elections).
AO	Florida Back to Work	This status is used to identify participants in the South Florida Workforce Investment Board (SFWIB), Florida Back to Work Program.
AR	Work Experience Wages	SFWIB trainees, summer enrollees, non-full-time and non-career service employees.
AU	Pollworkers	Employees hired to work during an election. Non-full-time and non-career service.

NON-COUNTY EMPLOYEE

AY	Non-County Employee	This status is used to identify an individual who is being paid through the payroll system for a specific administrative reason, but is not a County employee.
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EMPLOYEE STATUS CODES

SEPARATION (B)

BA	Voluntary Resignation
BB	Resignation By Abandonment of Position
BC	Working Conditions
BD	Work Hours
BE	Work Load
BF	Dissatisfied with Supervisor
BG	Dissatisfied with Co-Workers
BH	Disagree with Departmental Policies
BI	Terminated BI Enrollee, No PCD generated
BJ	Dislike Duties
BK	Want More Responsible Work
BL	Insufficient Pay
BM	Little Chance for Promotion
BN	Accept Other Employment
BO	Florida Back to Work
BP	Job Dissatisfaction
BQ	Moving From Area
BR	Pursuance of Domestic Duties
BS	Attend School Full-Time
BT	Personal Reasons Not Job Related
BU	Poor Health
BV	No Reason Given
BW	Separations - Other
BX	Resignation subject to the condition of the Alonso Ordinance. No annual or sick leave payout.
BZ	Resignation; not in good standing. Not eligible for sick leave payout.
BY	Non-County Employee

LEAVE OF ABSENCE (C)

CA	Military Leave
CB	Maternity Leave
CC	Educational Leave - Job Related
CD	Illness
CE	Suspension
CF	For The Good of County Service
CG	Personal
CH	Disability
CI	Leave of Absence greater than 2 years
CJ	Child Care
CK	No Pay Status - Temporary Removal
CL	Compulsory
CM	Family Leave
CX	Suspended under Miami-Dade County Code 2-42 (22)

DISMISSAL (D)

DA	Incompetency
DB	Offensive Conduct
DC	Dishonesty
DD	Insubordination
DE	Chronic Absenteeism/Tardiness
DF	Loss of License or Certificate
DG	Convicted of Crime
DH	Negligence or Willful Damage
DJ	Violation of Departmental Rule
DK	Physical or Mental Impairment
DL	Poor Driving Record
DM	Falsification of Application
DN	Drug/Alcohol Test Results
DX	Other Reason

OTHER SEPARATION (E)

EA	Fail to Satisfy Probationary Period
EB	End of Temporary Work
EC	Death
ED	Layoff
EF	Co-op Return to School
EG	Retirement
EH	Expired Layoff Rights
EI	Medical Disability
EJ	Administrative
EK	End of Training Under Federal Grant
EL	Deceased In Line of Duty
EM	Line of Duty 100% Disability Retirement
ER	Retired End of Departure Incentive Program (DIP)

EARLY RETIREMENT

DEPARTURE INCENTIVE PROGRAM (DIP)

RC	DIP Retiree (Cash Option Selected)
RI	DIP Retiree (Insurance Option Selected)

PAY EXCEPTION CODES BI-WEEKLY SUPPLEMENTS

1 STEP EXCEPTIONS			FRS	1 STEP EXCEPTIONS			FRS
0A	Lifeguard 1 & 2 - EMT		Yes	04	Split Shift		Yes
0B	Professional Engineer Certificate		Yes	05	Night Differential		Yes
0C	Stenographic Reporter - Certified		Yes	06	Educational Incentive Pay		Yes
0D	Forensic Technician - Embalmers		Yes	07	Trades Allowance - AFSCME 199		Yes
0E	Tax Collection - Certified		Yes	08	Certification of Florida Evaluators		Yes
0F	CAA -Teachers & Assistants Certification		Yes	1A	PIM Assignment Pay 1		Yes
0G	Police Dispatchers		Yes	1B	Police Assigned to MIA		Yes
0H	Track Equipment Operator		Yes	1C	Electronic Courtroom		Yes
0I	Solid Waste Training Program		Yes	1D	Criminalist 1, 2 & 3 - Certified		Yes
0J	Registered Geologist		Yes	1E	Heavy Equipment Tech. Auto Mechanic		Yes
0K*	Air Truck - Fire		Yes	1F	Certified Compensation Professional		Yes
0L*	Hazardous Materials - Fire		Yes	1G	Society Human Resource Mgmt. Cert.		Yes
0M*	Logistical Services - Fire		Yes	1H	Forensic Photographer IAI Certified (Eff. 4/26/04)		Yes
0N*	Air Rescue - Fire		Yes	1J	Forensic Artist IAI Certified (Eff. 4/26/04)		Yes
0P	Traffic Signal Technicians 1, 2 and Supervisor - Bench Technicians		Yes	1K	Aircraft Tech Power Plant Cert (Eff. 7/8/02)		Yes
0Q	Trades Supervisor Contractor		Yes	1L	Aircraft Tech FAA Airframe Cert (Eff. 7/8/02)		Yes
0R	Social Work Advocates		Yes	1M	Cadastral & Sr. Cadastral Tech. (Eff. 8/2/04)		Yes
0S	DERM - Demolition & Renovation		Yes	1N	Water/Wastewater Treatment Plant Operator License (Eff. 7/19/04)		Yes
0T	DERM - Scuba/Underwater		Yes	1P	Courtroom Clerk 1 - Unified Family Court (Eff. 5/9/05)		Yes
0V	Trash Truck Driver 1 - Roll Off Vehicle		Yes	1Q	Registered Interior Design License (Eff. 10/10/05)		Yes
0W	Courts - Primary Clerk		Yes	1R	Arsons Unit Investigators (Eff. 7/3/06)		Yes
0X	Rail Structure & Inspection Special		Yes	1S	Forensic Health Care Unit (Eff. 7/3/06)		Yes
0Y	Airport Attendant - Auxiliary Airport		Yes	1T	Temporary Reclassification		Yes
0Z	Courtroom Clerk 1		Yes	1U	Substance Abuse Professional Certificate		Yes
FO	Fireboat Operator - Fire		Yes	1V	Associate in Risk Management Certification		Yes
K2	Police assigned two dogs		Yes	1W	Forensic Toxicology Certification		Yes
K9	Police assigned one dog		Yes	1X	Survey Technician Certification		Yes
RC	Certified Rehabilitation Counselor Certification		Yes	1Y	Veterinarian Masters in Public Health		Yes
WC	Welder's Pay (Eff. 2/11/08)		Yes	1Z	Purchasing & Contract Procurement Class.		Yes
WS	W&S Customer Service Rep. 2 Call Center		Yes	10	Certified Public Accountant (CPA)		Yes
ZA*	Special Operations; Fire		Yes	11	Trades Allowance - Water and Sewer		Yes
ZB*	TRT - Marine; Fire		Yes	12*	Fire Pers., Bureau Officer-in-Charge		Yes
ZC	Paralegal/Legal Assistant Certification		Yes	13*	Fire College Personnel		Yes
ZD*	Hazmat Specialist - Fire		Yes	14*	Fire Safety Bureau Personnel		Yes
ZE	Videographer/Editor		Yes	15	Police Acting Ranks		Yes
ZF*	TR/Technical Response Truck		Yes	16	Field Training Officer		Yes
ZG	Forensic Investigator Certification		Yes	17	Certified Employee Benefit Specialist		Yes
ZH	Courts Central DV Intake Unit Family Division		Yes	18	Trades Allowance - Non-Union		Yes
ZJ	Positive Attitude Change Tool Certification		Yes	19	Certified Professional Secretary		Yes
ZK	FDLE Training Certification		Yes	2C	On Call		Yes
ZL	Certified Forensic Computer Examiners		Yes	20	Certified Addictions Professional (CBAPF)		Yes
ZM	Field Training Coordinators		Yes	42	Special Response Team		Yes
ZV	Venom Response		Yes	44	Underwater Search & Recovery		Yes
Z1	Correctional Officer as Recreational Officer		Yes	5G	Fire Diver's Pay (Eff. 3/29/04)		Yes
Z4	MDT Supervisor Instructor for Rail		Yes	54	Motorcycle Patrol Duty		Yes
Z5	Property Appraiser - Cert. FL Evaluator (CFE)		Yes	98	EMD Medical Dispatcher Certification (Eff. 10/00)		Yes
Z6	First Lieutenant		Yes	*	At max, L1 or L2 pay exceptions are paid 5% from max step, L1 and L2 steps		
Z7	Field Training Supervisor		Yes				
Z8	Fingerprint - IAI Certificate		Yes				
00	Boot Camp		Yes				
01	Leadworker		Yes				
02*	Firefighter Driver/Operator		Yes				
03	Assistant Training Officer - Correctional Officer, Corporal and Sergeant		Yes				

PAY EXCEPTION CODES BI-WEEKLY SUPPLEMENTS

2 STEP EXCEPTIONS			PERCENTAGE ADJUSTMENTS		
		FRS		Percent	FRS
Z2	Correction Department Trades	Yes	8A	Special Projects - Fire Chief	5% Yes
Z3	Correctional Officer Maintenance Supervisor	Yes	8B	State Certified Instructors - Training Div.	2.5% Yes
2A	PIM Assignment Pay 2	Yes	8C	Rescue Calls	9% Yes
2B	Waste Supervisor Garbage Division	Yes	8D	Fire Prevention Inspector I	1% Yes
21	Night Differential	Yes	8E	Fire Prevention Inspector II	3% Yes
22	Appraiser or Assessment Evaluator - Supervisory Classifications Only	Yes	8F	Fire Prevention Inspector III	5% Yes
23	Airfield Proficiency Allowance	Yes	8G	NFPA Plan Examiner 1 Certification	2% Yes
24	Mosquito Control Inspector Certification	Yes	8H	Florida Certified Fire Inspector II	2% Yes
25	Programmer 2 On-Call	Yes	8I	Fire Investigator I	1% Yes
26	Water & Sewer On-Call	Yes	8J	Fire Investigator II	3% Yes
27	Water & Sewer Hazardous Duty	Yes	8K	Fire Investigator III	6% Yes
28	Landside Operation Specialists Certification	Yes	8L	Fire Investigator IV	9% Yes
29	Licensed Independent Adjuster	Yes	8M**	First Responders PBA	5% Yes
47	Explosive Materials	Yes	8N	Sergeant-At-Arms	7% Yes
3 STEP EXCEPTIONS			8P	Police Dispatcher, Police Complaint Officer & Police Communication Supervisor	5% Yes
63	Police Officers and Sergeants Not Classified as Aircraft Operators Assigned to that Function	Yes	8Q	Certified Internal Auditor	5% Yes
			8R	Non Fire Rescue Response - Non EMT (FRR) - Fire	5% Yes
			84	Fire Safety Bureau - Certified Inspectors	3% Yes
			85	Airport - Certified Fire Rescue & Fire Department Certified	5% Yes
			86	Special Investigator - Director's Office	5% Yes
			87	Fire - EMS Personnel	5% Yes
			88	Fire - EMS Captains and Lieutenants 10/14 Shift	2.5% Yes
			89	Pay supplement for Non-Bargaining Unit employees at max working in a higher class	5% Yes
			HZ	Hazardous Duty - Treatment Plant Operators	1% Yes
			NC	EMT or Paramedic (non-Protocol Certified)	15% Yes
			PC	Paramedic (Protocol Certified)	20% Yes
			Z9**	Certification by State of FDLE	4% Yes
			**Police Base Pay		

PAY EXCEPTION CODES BI-WEEKLY SUPPLEMENTS

FLAT DOLLAR PAY ADJUSTMENTS

FRS

4A*	Fire Associate Arts Degree	\$ 23.08	Yes
4B*	Fire Baccalaureate Degree	50.77	Yes
4C	Premium Pay	50.00	Yes
4D	Waste Equipment Operator	20.00	Yes
4M*	Career Development II Maximum	23.08	Yes
41	Special Investigative Duty	10.00	Yes
43**	PBA Hazardous Duty (No trainees Employees (AF status))	125.00	Yes
45	TWU Nights (\$36.00 effective until 10/05/97)	48.00	Yes
46	Correctional LT, Police Captain	100.00	Yes
48	Observers in Aircraft	30.00	Yes
49	Police Standards	11.54	Yes
5A	Career Development 5 – Max	48.46	Yes
5B	Non-Sworn Support (No trainees Employees (AF status) (PBA and Fire))	80.00	Yes
5C	Fire Hazardous (No trainees Employees (AF Status))	125.00	Yes
5E	HUD Site Manager - Class 1	100.00	Yes
5H	4 ASE Automotive Certifications	38.46	Yes
5I	Master Truck Equip. Tech. ASE	38.46	Yes
5J	8 ASE Certification	76.92	Yes
5K	7 ASE Heavy Truck Certifications	76.92	Yes
5L	Level 1 Emergency Vehicle Technician	19.23	Yes
5M	Level 2 Emergency Vehicle Technician	38.46	Yes
5N	Level 3 Emergency Vehicle Technician	57.69	Yes
5P	4 ASE Heavy Truck Certifications (Eff. 6/9/03)	38.46	Yes
50*	Career Development 1	9.23	Yes
51	Career Development 6	55.38	Yes
52*	Police Associate Arts Degree	13.85	Yes
53*	Police Baccalaureate Degree	36.93	Yes
55*	Career Development 2	18.46	Yes
56*	Career Development 3	27.69	Yes
57*	Career Development 4	36.92	Yes
58*	Career Development 5	46.15	Yes
59*	Career Development III Maximum	34.62	Yes
6A	Car Commuting Allowance - Taxing on Vehicle		Yes
60*	Career Development Maximum Adjusting Factor	11.54	Yes
61	Automotive Trades Allowance AFSCME - 199	20.00	Yes
62	Water & Sewer Trades Allowance (Over maximum - Step 99 employees only)	20.00	Yes
LC	Premium Pay Non-bargaining unit employees	50.00	Yes
LT	Librarian 1 Trainee	80.13	Yes
LW	Living Wage		

**Police Base Pay

*Supplemental Pay Required by Florida Statute

Salary Incentive for Firefighters:

- a. \$50/month for an associate degree, "which degree is applicable to fire department duties." (pay exception code 4A)
- b. \$110/month for a bachelor's degree, "which bachelor's degree is applicable to fire department duties." (pay exception 4B)

Salary Incentive Program for Full-Time (Law Enforcement) Officers

- a. \$30/month for a community college degree or equivalent. (pay exception code 52)
- b. An additional \$50/month for a bachelor's degree. (pay exception code 53)
- c. \$120/month for completion of a combination of 480 hours of approved advanced and career development training courses. Officers may receive the prorated amount of \$20/month for each 80 hour training unit completed. (pay exception codes 50, 55, 56, 57, 58, 59, 60 and 4M).

The maximum aggregate amount which any full-time officer may receive under this section is \$130/month.

The following pay exception codes are to be used for Night Shift Differential for AFSCME Bargaining Units:

68	Night Differential - 1 Step	Yes
69	Night Differential - 60 cents per hour \$48.00	Yes

PERFORMANCE ADJUSTMENT PROGRAM CODES

This program is utilized for non-bargaining, non-executive employees. These codes cannot be assigned unless the employee currently has this code. This code is not transferable to another classification. *Indicates satisfactory performance.

Evaluation During Fiscal Period

Code	%Factor	77-78	78-79	79-80	80-81
CC	+ .93	*	*	*	9
CJ	+ .88	*	*	14	8
CK	+1.82	*	*	14	9
C4	+1.85	*	6	14	8

INSURANCE CONTRIBUTION "MARKERS"

XM	Medical Eligible Insurance Contribution (pre-tax deduction)	N/A
XN	Not Medical Eligible Insurance Contribution (negative adjustment)	N/A

MONEY ADJUSTMENT CODES

DEPARTURE INCENTIVE PROGRAM (DIP)

FRS

78	DIP Compensatory & Holiday Termination	No
79	DIP Annual Leave Termination	Yes
80	DIP Cash Option	No
81	DIP Insurance Option	No
82	DIP Sick Leave Converted to Annual at Termination	No
83	DIP Pro-rated Longevity Annual Leave Termination	Yes
84	DIP Pro-rated LBA Bonus at Termination	No
85	DIP Regular Sick Leave at Termination	No
86	DIP Additional Sick Leave Payment at Termination (up to 100% of hours)	No
87	DIP Sick Interest Payment (Paid December, 1996 or January, 1997)	No

ELECTIONS

60	Pollworkers	No
65	Election Support Workers	No
94	Election Support Pay - County Employee	Yes
194	Poll Worker Board - County Employee	Yes
697	Pollworker Mileage	No

EXECUTIVES

53	Executive Allowance	No
54	Executive Benefit E4 (Eff. 10/5/98)	Yes
55	Executive Benefit E7 (Eff. 10/5/98)	Yes
56	Executive Benefits - Executive Reimbursement	No
57	Executive Benefits	No
58	Executive Benefits - Comm. Expense Allowance	No
59	Executive Benefits - Car Allowance	No
500	Biweekly Expense Allowance Executives	No
510	Executive Medical Premium	No
515	Executive Dental Premium	No
520	Executive Vision Premium	No
530	Executive Long-Term Disability	No
545	Executive Deferred Compensation	No
550	Executive Reimbursement (Non-Taxable)	No
555	Executive Reimbursement (Taxable)	No
556	Moving Expenses Reimbursement (Non-Taxable)	No
557	Moving Expenses Reimbursement (Taxable)	No
560	Annual Leave Purchase	No
575	Executive Optional Life	No
592	Executive Car Lease Value (Imputed Income)	No
59H	Car Expense Only Employees in Group EH	No

INCENTIVE PAY

25	Longevity Bonus Award (LBA)	No
29	Longevity Bonus Award - Correction	No
32	Employee Suggestion Award	No
34	Salary Bonus 91/92 (one-time bonus)	No
36	Executive Bonus (AO 7-26) E1-E3 & EA	No
40	Efficiency/Gain Share Bonus	No
61	Employee of the Year Award	No

INCENTIVE PAY (continued)

FRS

133	Emergency Service Award Program Bonus (AO 7-11) Fire/Police Job Basis	No
134	One-time Incentive Pay (Manager Salary Adjustment)	No
135	Special Projects Performance Award	No
136	Meritorious Award (Non-Bargaining Unit Only)	No
138	Non-County Executive Office Award	No
139	Bonus In Lieu of Merit	No
140	Credit & Collection MOU Gain Sharing Incentive	No
236	Safe Driving Award	No
240	Department Employee Recognition Award (DERA) (cash award, A.O. 7-30)	No
436	Milestone Bond Award Program	No
440	Department Employee Recognition Award (DERA) (non-cash, A.O. 7-30)	No
536	Safety Incentive - Solid Waste	No

INSURANCE & BENEFITS

90X	Insurance Contribution Overpayment (for employees not eligible for insurance)	Yes
90Y	Life Insurance Over \$50,000	No
760	Insurance Contribution (for employees not eligible for insurance)	No
900	Fire Insurance Contribution (for employees not eligible for insurance)	No

MISC. MONEY ADJUSTMENTS

01	Extra Duty	Yes
02	Overtime K-9 Duty	Yes
03	Correction	Yes
05	Overtime Job Basis	Yes
06	Compensatory Time	Yes
07	Night Differential	Yes
08	Departmental Exceptions	No
09	Out of Class	Yes
10	On Call	Yes
14	Vacation Advance	Yes
15	Retroactive Overtime	Yes
17	Military Service - Active Duty	Yes
18	Retroactive Reclassification	Yes
19	Retroactive Regular Hours	Yes
20	Light Duty - MDTA	Yes
21	Intervening Overtime (IT/MU)	Yes
23	Excess Holiday	Yes
24F	Holiday Fiscal Year Payout	Yes
24	Holiday Premium Pay	Yes
26	Retroactive Wage Adjustment	Yes
27	Overtime - Straight Time	Yes
28	Retroactive Wage Adjustment (Cost of Living)	Yes
30C	Sick to Annual Conversion Hours Payout	No
33	Workers' Compensation	No
33I	Workmans' Compensation (Imputed Income)	No
33L	Long Term Disability Payment	No
33N	Workers' Compensation (non-taxed)	No
37	LOA Leave Payout	Yes
38	Car Commuting Allowance	No

MISC. MONEY ADJUSTMENTS		FRS
41	Field Training Officer (FTO)	Yes
42	Demotion	Yes
43	Pay Exceptions (Retroactive)	Yes
44	Hazardous/On Call (WASD)	Yes
45	Overtime Hazardous/On Call (WASD)	Yes
46	Night Differential (WASD)	Yes
47	Overtime Night Differential (WASD)	Yes
48	Miami Sick Leave (WASD)	Yes
49	Diver's Pay (\$46.50 WASD)	Yes
50	Overtime Hours Adjustment (WASD)	Yes
51	Fire Life Safety Plans Review	Yes
63	Optional Plan Review Program	Yes
66	Disability Adjustment	Yes
77	Temporary Pay Supplement - Police	Yes
88	Special Risk Retiree Cash Supplement	No
90	Bus Operator Student Pay	Yes
91	Jury Duty (TWU)	Yes
92	Flex Dollars	No
93	Flex Dollars - Manual Adjustment	No
95	MDT Comparison Pay	Yes
97	Paid Admin. Leave (DP/AH) Bus/Train Drivers	Yes
98	Overpayment Deduction (Taxable)	Yes
9A-9D	Overpayment Deduction (Taxable)	Yes
98N	Overpayment Deduction (Non-Taxable)	Yes
9AN	Overpayment Deduction (Non-Taxable)	Yes
9DN		
99	FRS Contribution (PAR code WW entered; PIM generates FRS Contribution)	Yes
101	Regular Fire Off Duty Pay	Yes
102	Overtime Fire Off Duty	Yes
103	Miscellaneous (Non FRS)	No
115	Operations Overtime MDFR	Yes
124	Holiday Pay (one time)	Yes
130	(PEHP) BU: C Sick Leave 50%	No
137	Retroactive Salary Adjustment	No
151	Special Request Inspection	Yes
203	Settlement Agreement (FRS)	Yes
251	Special Request Plans Reviews	Yes
300	Domestic Partner/Over Age Child (DP/OAC) Imputed Income Adjustments	No
303	Settlement Agreement (Non-FRS)	No
341	Cellular Phone Allowance - Office of Inspector General (Taxable)	No
403	Non County Employee Payment	No
450	Employee Tax Protection per A.O.7-30	No
600	Welfare to Work (Deduction W1) (Non-Taxable)	No
631	Notice of Acceptance Review Process	Yes
698	Volunteer Mileage Reimbursement (Non-Taxable)	No
750	Earned Income Credit Employee	No
751	Earned Income Credit Employee/Spouse	No
823	Annual Pool Charitable Contribution for Disasters (Taxable)	No
824	Holiday Pool Charitable Contribution for Disasters (Taxable)	No
825	AP Charitable Contribution Conversion (Non-Taxable)	No
826	HP Charitable Contribution Conversion (Non-Taxable)	No
952	MDT Comparison Pay Week 2	Yes
SEPARATION PAYOUTS/DROP PAYOUTS		FRS
04D	Annual Leave Payout (Pay Supplements Included) (Deceased In Line Of Duty)	Yes
04	Annual Leave Payout (Regular)	Yes
22	Accrued Holiday/Compensatory (Regular)	No
30	Accrued Sick Leave (Regular)	No
31D	Sick Leave Payout (Pay Supplements Included) (Deceased In Line Of Duty)	No
31	Sick Leave Payout for EC (death) or EI (medical disability retirement)	No
67	Compensatory Leave Payout (Earned in the last 11 months)	No
68	Holiday Leave Payout (Earned in the last 11 months)	No
69	Compensatory/Holiday DROP Payout (Earned in the last 11 months) (Enter DROP)	Yes
89D	DROP Termination (Pay Supplements Included) (Deceased In Line Of Duty)	Yes
89	Annual Leave Payout (DROP – Termination)	Yes
96D	DROP Annual Payout (Pay Supplements Included)	Yes
96	Annual Leave DROP Payout (Enter DROP)	Yes
TOOL ALLOWANCE		
7W	Tool Allowance WASD (Taxable)	No
71	Tool Allowance Transit (Taxable)	No
74	Tool Allowance (Taxable)	No
76	Tool Allowance Aviation (Taxable)	No
671	Tool Allowance Transit (Non-Taxable)	No
674	Tool Allowance (Non-Taxable)	No
676	Tool Allowance Aviation (Non-Taxable)	No
677	Tool Allowance WASD (Non-Taxable)	No
TUITION REFUND		
13	Tuition Refund - Undergraduate (Taxable)	No
35	Tuition Refund - Graduate (Taxable)	No
335	Tuition Refund - Undergraduate (Non Taxable)	No
336	Tuition Refund - Graduate (Non taxable up to \$5,250)	No
UNIFORM ALLOWANCE		
62	Uniform Allowance Solid Waste (Taxable)	No
70	Uniform Allowance Transit (Taxable)	No
72	Uniform Allowance (Taxable)	No
73	Non-Uniform Allowance (Taxable)	No
75	Uniform Allowance Aviation (Taxable)	No
670	Uniform Allowance Transit (Non-Taxable)	No
672	Uniform Allowance (Non-Taxable)	No
673	Non-Uniform Allowance (Non-Taxable)	No
675	Uniform Allowance Aviation (Non-Taxable)	No

PAYROLL DEDUCTION CODES**CREDIT UNIONS**

Credit Union	560
Eastern Financial Florida Credit Union	561
Tropical Telco Credit Union	562

DEPARTURE INCENTIVE PROGRAM (DIP)

DIP FICA/MICA Recovery	450
DIP AVMED Health Plan	452
DIP DCFF PPO Medical	454
DIP AVMED Health Plan POS	463
DIP AVMED Health Plan Option A	464
DIP AVMED Health Plan Option B	465
DIP AVMED Health Plan NO RX	466
DIP Oral Health Services	475
DIP DCFF DMO Dental	478
DIP DCFF DPPO Dental	479
DIP DELTA Dental	480

EXECUTIVE BENEFITS

Executive Benefits Special (+) (Optional Life for Commissioners)	004
Executive Benefit Reimbursement	015
Annual Lease Value for County Vehicle	046
Executive Supplemental Pension	050
Enriched Long Term Disability Ins (Exec)	078
ICMA 3% Pick Up Plan (401A) - Execs. Only	093
ICMA 6% Pick Up Plan (401A) - Execs. Only	093
ICMA 20% Pick Up Plan (401A) - Execs. Only	093
Car Expense (Excess of allowable car lease value)	822

GARNISHMENTS

Alimony	130-136
Direct Pay – Alimony	145-151
Direct Pay Child Support	160-166
Child Support State Disbursement Unit (FLSDU)	168-177
Child Support Central Depository	178-183
Internal Revenue Service Tax Levies	191
IRS Payroll Deduction Agreement	192
Florida Department of Education	200-206
Garnishments	215-260
Statutory Fees	275-279
Set up Fee	280
Delinquent Accounts	281-283

INSURANCE & BENEFITS

	Pre Tax	Post Tax
ICMA - RC Roth IRA Savings		086
ICMA Deferred Income 457 Plan		090
NACO Deferred Income 457 Plan		091
DCFF HMO Insurance Trust	321	301
AVMED High HMO	327	307
AVMED POS	331	308
AVMED Low HMO	332	309
DCFF PPO Insurance Trust	330	312
AVMED POS Special	342	341

INSURANCE & BENEFITS (continued)

	Pre Tax	Post Tax
AVMED High HMO Special	344	343
AVMED Low HMO Special	346	345
OPTIX Vision Plan	360	361
OPTIX Vision Special	362	363
HUMANA OHS Dental	380	370
DCFF DMO Insurance Trust	383	373
DCFF DPPO Insurance Trust	384	374
HUMANA OHS Dental Special	385	375
DELTA Dental	388	378
DELTA Dental Special	389	379
MET DHMO	390	391
MET DHMO Special	392	393
DCFF Basic Life Insurance Trust		400
MetLife Insurance (Basic Life)		402
MetLife (Basic Life – Commissioners)		403
MetLife Insurance (Optional Life Plan) 1 Time		413
MetLife Insurance (Optional Life Plan) 2 Times		414
MetLife Insurance (Optional Life Plan) 3 Times		415
MetLife Insurance (Optional Life Plan) 4 Times		416
MetLife Insurance (Optional Life Plan) 5 Times		417
DCFF Dependent Life Insurance Trust		426
Survivors Benefit Trust Insurance		427
Survivors Benefit Trust Insurance II		428
Florida Fringe Benefits		439
Professional Insurance		440
Healthcare Spending Account	500	
Healthcare Spending Account Next Year	501	
Dependent Care Spending Account	505	
Dependent Care Spending Account Next Year	506	
Flex Benefits Administration Fee	515	
Pre-paid Legal Insurance		520
Short Term Disability Low Option		530
Short Term Disability High Option		531
Long Term Disability Low Option		535
Long Term Disability High Option		536
FRS Employee Contribution Refund	850	
Insurance Contribution	900	903
Fire Insurance Contribution	901	904
Fire Non-DCFF Insurance Contribution	902	905

PAYROLL DEDUCTION CODES

MISC. DEDUCTIONS

Car Commuting Allowance Recapture	038
Special Sick Pay 401A	094
Post Employment Health Plan (PEHP) Sick Pay Out	097
COE Fees/Fines for Delinquent Accounts	287
United Way	586
Savings Bonds	770
Childcare (Carol Glassman Center)	780
Employee Housing (18% Base Step)	786
MDHA Mortgage Loan (Post Tax)	788
Animal Service Trust	790
Workers' Compensation Recapture	801
Tuition Refund Forfeiture	813
Miscellaneous	821
Charitable Contribution for Disaster (Taxable)	823
Charitable Contribution from Non-Tax Wages	824
Employee Fitness Center	825
Take Home Vehicle	832

PARKING

	Pre Tax	Post Tax	Value
Parking Fee/Surcharge (Garage 5)	100	700	\$55.00
Mahi Lot Parking Fee	101		
Parking Fee/Surcharge 140 W. Flagler St.	102	705	63.80
Rooftop Parking (Cultural Ctr #5)	103	710	
Parking Fee/Surcharge (Cultural Ctr)	104	710	58.03
North Lot Parking	105	720	54.29
Parking Fee (Courthouse Center)	106	715	61.60
Parking Fee - Hickman Facility	108	706	33.00
Easy Pass	110	725	95.00
Parking MLK	111	704	
Parking West Lot	112	712	41.80
Kristie Lot (Surface Lot)	116	716	47.30
Parking SunTrust	117	717	126.50
Tri-Rail Pass	118	726	75.00
Overtown Transit Village Garage	119	719	58.03
Parking - Overtown	121	721	55.00

SOCIAL ORGANIZATIONS

Firefighter Charities	660
Firefighters' Progressive Officers	661
Hispanic American Firefighter Association Dues	663
Women in Corrections Dues	664
Hispanic Officers Association Dues	665
Progressive Officers Club Dues	666
Firefighters Benevolent Association Dues	667
Hispanic Transit Society Dues	673
Dade County Federation Black Employees Dues	675
PBA Love Fund	677

TOOL/UNIFORM ALLOWANCE

Manpower Dependence Allowance	600
Expense Allowance	605
Transit Uniform Allowance	870

UNION DEDUCTIONS

Port Authority Dues - AFSCME Local 1542	630
Water & Sewer Dues - AFSCME Local 121	631
General Bargaining Unit Dues - AFSCME 199	632
Firefighters Union Dues Local 1403	633
Dade County PBA Dues	634
Transport Workers Union of America Dues	635
Government Supervisors Association Dues	636
Solid Waste Dues - AFSCME Local 3292	637
Committee on Political Education (TWU)	680
Firepac	681
Government Supervisors Association of FL Vote Fund	682
AFSCME People Committee	683

BARGAINING UNIT CODES

A	Water & Sewer - AFSCME Local 121
C	Firefighters - IAFF Local 1403
D	Transit Workers' Union - Local 291
E	Police - PBA Rank & File Unit
F	Solid Waste - AFSCME Local 3292
G	Aviation - AFSCME Local 1542
H	General - AFSCME Local 199
K	Gov't Supervisors Assoc. - Supervisors Local 100
L	Non-Bargaining Unit
M	Gov't Supervisors Assoc.- Professional Local 100
P	Police Lieutenants - PBA Supervisory Unit
V	Election Support Personnel
W	BI Enrollees

BUDGET STATUS CODES

1	Budgeted
2	Overage
3	Budgeted Unauthorized
4	Overage Unauthorized
5	Supplemental

CHANGE REASON CODES

The following codes are displayed on the PERM screen and represent the last change reason for the most recent change to the employee's personnel record.

A	New Employee
B	Re-Employment
C	Transfer - Departmental Change / Inter-Departmental Change
D	Status
E	Reallocation
F	Separation
G	Rate Change
H	Restoration
I	Personal Changes - Sex, Race, Citizenship, Date of Birth, Educational Level, Marital Status, Tax Exemptions, Withholding Code, Withholding Amount, FICA, Retirement Code, Social Security Number
J	Promotion
K	Wage Adjustment
L	Other - Locator Change, Index Code, Entity, Sub-Entity, Bi-weekly Hours, Budget Status, Medical Date
M	Leave of Absence
N	Demotion
O	Manual Lost Pay Period
P	Cancellation of Merit Increase
Q	Automatic pay period adjustment (generated automatically on Tuesday of pay week)
R	Retired/Re-employment
S	Pay Plan Maintenance
T	Bargaining Unit Change

CHANGE REASON CODES (continued)

V	Virtual Update
W	Remove Prorated Amount
X	Pay Exception
Y	Lateral
Z	Special Recognition Increase
1	Change to Lower Classification
2	Incentive Pay
3	Layoff
4	Merit Increase
5	Reinstatement
6	CES Waiver
7	Pipeline
8	Recall
9	Red Circle

CHANGE REASON FOR OVERPAYMENTS

A	Salary Adjustment/Insurance Contribution
B	Longevity Bonus
C	Out of Class
D	Demotion
F	Delete Pay Exception
H	Holiday
I	Insufficient Leave
L	Late Payroll Change
O	Overtime
P	PCD Change
R	Regular Time
S	Change to Lower Class

COMMERCIAL DRIVER'S LICENSE (CDL)

Flag for type of drug testing employee should receive.

9	CDL regular employee not trained
8	CDL regular employee trained
7	CDL supervisor not trained
6	CDL supervisor trained
5	CDL regular employee with training with supervisor duties
4	CDL regular employee formerly #8 with training but inactive
3	CDL supervisor formerly a #6 with training but inactive

DATES

Adjusted Pay Anniversary Date	The employee's anniversary date adjusted by any lost/restored pay periods or pay periods on leave of absence.
Adjusted Status Date	The employee's status date adjusted by any lost/restored pay periods or pay periods on leave of absence.
Current Date of Hire	Indicates date that employee was rehired. Current date of hire.
Evaluation Date	The date of the employee's last evaluation.
Last Change Date	Indicates the date of the last change to the employee's personnel master record.
Leave Anniversary Date	The date the employee completes 26 pay periods and their leave usage balances are re-set to zero. (Sick to Annual conversion)
Medical Date	Indicates the date of the last physical examination. <ul style="list-style-type: none"> Default dates are: 01/01/1902: Employees that have had a pre-employment drug and alcohol screen only. 01/01/1903: No physical or drug and alcohol screen is required.
Medical Eligibility Date	Indicates the date the employee became or will be eligible for medical insurance. Default date of 11/16/1990 is displayed for employees hired prior to 11/16/1990.
Original Date of Hire	Indicates employee's original appointment to the County.
Pay Anniversary Date	The last date of a change in the employee's salary due to merit, promotion, demotion, or longevity step increases. This date is not affected by cost of living increases, special merit/ recognition increases or pay exceptions being added or deleted.
Projected Evaluation Date	The date of the employee's next "projected" evaluation.
Red Circle Date	Indicates the date the employee was placed on a rate above the maximum of their current classification.
Retirement Date Rule 70 Code/Date	Date in which eligible Executive Staff elect to participate in Rule of 70 Executive Retirement Program (age plus years of service equal 70).
Status Date	The last date of a change in the employee's status.

DEFERRED COMPENSATION LIMITS

Calendar Year	2010 & 2011	2012
401 Max Annual Amount	\$47,500	\$48,500
408 Max Annual Regular Amount	\$5,000	\$5,000
408 Max Annual Age 50 + Amount	\$1,000	\$1,000
457 Max Annual Regular + Catchup Amount	\$33,000	\$34,000
457 Max Annual Regular Amount	\$16,500	\$17,000
457 Max Annual Age 50 + Amount	\$5,500	\$5,500

EDUCATIONAL LEVEL CODES

1-8	Grade School
9-12	High School
13-14	Junior College (Associate's Degree)
15-16	College (Bachelor's Degree)
17-18	Advanced Degree (Master's Degree)
20	PhD
22	Doctorate Degree

EMPLOYEE ESSENTIAL CODES

D	Department Essential - Able to perform activities
E	EOC Essential - Able to perform activities
1	EOC Essential - Not able to perform activities
2	Department Essential - Not able to perform activities

ENTITY CODES

01	General Departments
03	South Florida Workforce Investment Board (SFWIB)
04	Aviation Department
05	Housing Department
06	Water & Sewer Department

ETHNICITY CODES

A	White
B	Black
C	Hispanic
D	Asian or Pacific Islanders
E	American Indian or Alaskan Native

EVALUATION RATINGS

The evaluation ratings below are in accordance with the provisions of Layoff/Retention calculations.

Employees: Non-Supervisory	Score
Unsatisfactory	0.00
Needs Improvement	1.60
Satisfactory	2.80
Above Satisfactory	4.00
Outstanding	5.20
Supervisor/Management	
Unsatisfactory	0.00
Needs Improvement	2.00
Satisfactory	3.50
Above Satisfactory	5.00
Outstanding	6.50

Exceptions (Used for record tracking purposes only). These codes are displayed on the Personnel Payroll System (PEVH screen).

Promotion	9.10
Personnel Action	9.20
Not Applicable	9.30
Waived	9.40
Demotion	9.50
Not under manager's purview	9.60
Supervisor no longer available	9.70
Employee retired/terminated	9.80
Military Status	9.90
Late	9.98
Default	9.99

EVALUATION TYPES

EE	Employee Performance Evaluation
FO	Field/Operational Performance Evaluation
ME	Management Performance Evaluation
P1	Police Officer Performance Evaluation
P2	Police Sergeant Performance Evaluation
P3	Police Lieutenant Performance Evaluation
SA	Senior Management Appraisal Evaluation

EXECUTIVE BENEFITS

FY 2011-12

E1 = \$10,000/year \$0 car allowance
E2 = \$ 8,500/year \$0 car allowance
E3 = \$ 7,000/year \$0 car allowance

*Car allowance for executives under the Mayor's purview discontinued as of 10/1/11. Employees in non-mayoral departments may still be eligible to receive car allowance.

FY 2010-11

E1 = \$10,000/year \$187.50 biweekly car allowance
E2 = \$ 8,500/year \$150.00 biweekly car allowance
E3 = \$ 7,500/year \$ 56.25 car allowance (department average)
EA Benefit code for employees receiving less than \$7,500 in annual benefits.
EH Benefit code for employees receiving only car allowance.

Granting of Executive Benefits are subject to reporting hierarchy and are at the discretion of the Department Director.

FAMILY MEDICAL LEAVE ACT (FMLA)

Who is eligible for FMLA?

- Employee who worked 1,250 hours in the previous 12 months, and;
- Employee must have worked for at least one year (calculated from the date leave is to begin and include all non-FMLA leave time).
 - If break in service is less than 7 years: All prior time counts;
 - If break in service is 7 or more years: No prior time counts unless military reason or written agreement.

Reasons for FMLA Leave

- Childbirth (including pre-natal care or incapacity due to pregnancy);
- Placement for adoption or foster care;
- For the employee's own serious health condition;
- To care for employee's spouse, son or daughter, parent (or registered Domestic Partner, for Miami-Dade County employees only) who has a serious health condition.

Qualifying Exigency Leave

Note: A Qualifying Exigency is a non-medical activity that is directly related to the covered military member's active duty or call to active duty status.

Military Caregiver Leave (or Covered Service Member Leave)

Note: To care for a former member of the military or member on the permanent disability retired list is not permitted by this leave.

FICA CODES

0	Standard
1	Exempt - Certain BI Enrollees, Senior Companions, Foster Grandparents, and Farmworker Trainees

FICA RATE

2012	4.2% up to \$110,100 in earnings
2011	4.2% up to \$106,800 in earnings
2010	6.20% up to \$106,800 in earnings
2009	6.20% up to \$106,800 in earnings
2008	6.20% up to \$102,000 in earnings
2007	6.20% up to \$97,500 in earnings
2006	6.20% up to \$94,200 in earnings
2005	6.20% up to \$90,000 in earnings
2004	6.20% up to \$87,900 in earnings
2003	6.20% up to \$87,000 in earnings
2002	6.20% up to \$84,900 in earnings
2001	6.20% up to \$80,400 in earnings
2000	6.20% up to \$76,200 in earnings
1999	6.20% up to \$72,600 in earnings

FLEX DOLLARS

The County provides eligible employees with \$1,000 in Flex Dollars annually to purchase benefits. Depending upon the insurance plan selected the flex dollars can be increased up to an additional \$260 for a total of \$1,260.

307	AVMED HI HMO (Post-Tax)	\$43.46
308	AVMED POS (Post-Tax)	\$38.46
309	AVMED LOW HMO (Post-Tax)	\$48.46
314	AVMED POS (Pre-Tax)	\$38.46
315	AVMED POS (Post-Tax)	\$38.46
316	AVMED POS Special (Pre-Tax)	\$38.46
317	AVMED POS Special (Post-Tax)	\$38.46
327	AVMED HI HMO (Pre-Tax)	\$43.46
331	AVMED POS (Pre-Tax)	\$38.46
332	AVMED LOW HMO (Pre-Tax)	\$48.46
334	AVMED HI HMO (Pre-Tax)	\$43.46
335	AVMED HI HMO (Post-Tax)	\$43.46
336	AVMED HI HMO Special (Pre-Tax)	\$43.46
337	AVMED HI HMO Special (Post-Tax)	\$43.46
341	AVMED POS Special (Post-Tax)	\$38.46
342	AVMED POS Special (Pre-Tax)	\$38.46
343	AVMED HI HMO Special (Post-Tax)	\$43.46
344	AVMED HI HMO Special (Pre-Tax)	\$43.46
345	AVMED LOW HMO Special (Post-Tax)	\$48.46
346	AVMED LOW HMO Special (Pre-Tax)	\$48.46
351	AVMED LOW HMO (Pre-Tax)	\$48.46
352	AVMED LOW HMO (Post-Tax)	\$48.46
353	AVMED LOW HMO Special (Pre-Tax)	\$48.46
354	AVMED LOW HMO Special (Post-Tax)	\$48.46

GENDER CODES

M	Male
F	Female

JOB CATEGORY CODES

A	Officials and Administrators
B	Professionals
C	Technicians
D	Protective Service
E	Para-Professional
F	Office-Clerical
G	Skilled Craft
H	Service-Maintenance

JOB STATUS CODES

1	Hourly (eligible for overtime)
2	Transit
3	Salaried Job Basis (not eligible for overtime) "+" by occupational code in Pay Plan
4	Flat Hourly Rate (no steps in the Pay Plan)
5	Not Paid

FLSA amount = FLSA rate *FLSA hours
Add FICA and MICA factors on this rate.

LONGEVITY ANNUAL ACCRUAL HOURS

Accrual Rates: Forty (40) Hour Workweek Employees

Length of Service Additional Annual Leave

0 through 5 years	0
6 years	8 hours
7 years	16 hours
8 years	24 hours
9 years	32 hours
10 through 15 years	40 hours
16 years	48 hours
17 years	56 hours
18 years	64 hours
19 years	72 hours
20 years and after	80 hours

Accrual Rates: Forty-eight (48) Hour Workweek (Fire Personnel)

Length of Service Additional Annual Leave

0 through 5 years	0
6 years	9 ½ hours
7 years	19 hours
8 years	29 hours
9 years	38 ½ hours
10 through 15 years	48 hours
16 years	57 ½ hours
17 years	67 hours
18 years	77 hours
19 years	86 ½ hours
20 years and after	96 hours

Part-Time Employees

Part-time employees are not eligible to earn Longevity Annual Leave. Please refer to section 02 of the Miami-Dade Leave Manual for more details.

LONGEVITY BONUS AWARD (LBA)

The Miami-Dade County Pay Plan provides for longevity bonuses for employees who complete a minimum of 15 years of continuous service. These bonuses are calculated on a sliding scale of 1.5% to 3% depending upon years of continuous service. These bonuses have been suspended for non-bargaining unit employees for Fiscal Year 09-10. (Exempt non-bargaining unit – 10/4/09; classified non-bargaining unit – 11/16/09.)

Full time employees that have at least 15 years of service receive a minimum of \$350 longevity bonus award annually. Employee status codes that are eligible: AA, AB, AC, AD, AF, AH, AI, AJ, AT and AX.

AWARD SCHEDULE - Effective Pay Period Ending 1/21/2001

The following formula will be applied to determine the employee's LBA amount:

Biweekly and overtime rates - night differential (pay exception codes 5, 21, 45, 68, 69, 70, 71) * 26 * Years of Service Percentage (see chart below)

Years of Completed Full-Time

<u>Continuous County Service</u>	<u>Percentage</u>
15	1.5%
16	1.6%
17	1.7%
18	1.8%
19	1.9%
20	2.0%
21	2.1%
22	2.2%
23	2.3%
24	2.4%
25	2.5%
26	2.6%
27	2.7%
28	2.8%
29	2.9%
30 or more	3.0%

FLSA Hours Calculation

Employees in bargaining unit "C" (Fire Department) with regular hours of 96 will get FLSA hours paid after they accumulate 2,496 hours. Regular employees will get FLSA hours after 2,080 hours accumulated. The formula to calculate the FLSA amount is the same for both type of employees, the only difference is the amount of hours employees can accumulate.

The calculation is as follows:

FLSA hours = 2,080 or 2,496 – leave year hours
FLSA rate = (LBA amount/leave year hours) * .5

LONGEVITY STEPS

The Miami-Dade County Pay Plan reflects pay step ranges or the majority of classifications in the classified service unless otherwise specified by a collective bargaining agreement. An employee advances through the pay steps based upon meritorious service. Once an employee reaches the maximum of a pay range, pay step 7, 9, or 10, depending upon the job class, the employee is eligible to progress two additional pay steps at 5 year intervals contingent upon satisfactory performance.

MARITAL STATUS CODES

S	Single
M	Married
T	Married - Single Status

MAYORAL AUTHORITY FOR STAFF UNDER HIS PURVIEW

Authority: Fiscal Year 2010-11 Pay Plan

Coverage: All non-bargaining unit classified and exempt employees

- The Mayor at his discretion may change or eliminate the following:
 - Employees' insurance contribution
 - Flex dollars
 - Premium pay
 - Merit increases
 - Longevity benefits (Longevity Bonus and Longevity Pay Progression)
 - Non-bargaining unit pay supplements
- The Mayor may with BCC approval by means of a pay plan resolution eliminate the 3% wage increase (COLA) for non-bargaining unit classified and exempt employees.
- The Mayor may not:
 - Change overtime eligibility for any of these employees; overtime eligibility is governed by the Fair Labor Standards Act
 - Change longevity leave benefits with BCC action

MEDICAL CLASS CODES

1	Regular Employees
2	High Risk Employees

MEDICARE RATE (MICA)

2012 - 1.45% (no limit)	2005 - 1.45% (no limit)
2011 - 1.45% (no limit)	2004 - 1.45% (no limit)
2010 - 1.45% (no limit)	2003 - 1.45% (no limit)
2009 - 1.45% (no limit)	2002 - 1.45% (no limit)
2008 - 1.45% (no limit)	2001 - 1.45% (no limit)
2007 - 1.45% (no limit)	2000 - 1.45% (no limit)
2006 - 1.45% (no limit)	1999 - 1.45% (no limit)

MERIT INCREASE

In accordance with Chapter V, Section 3, of the Personnel Rules for the Classified Service, salary increases within a pay range shall be based on merit and shall be from one pay step to the next. Administrative Order 7-19, Performance Evaluation, an employee must receive a minimum of an overall "Satisfactory" rating on his/her performance evaluation in order to be eligible for a merit increase. Both the Personnel Rules and Administrative Order are incorporated by reference into the terms and conditions of the County's collective bargaining agreements.

MINIMUM WAGE

January 1, 2012	\$7.67/hour
June 1, 2011	\$7.31/hour
July 24, 2009	\$7.25/hour
January 1, 2008	\$6.79/hour
January 1, 2007	\$6.67/hour
January 1, 2006	\$6.40/hour
May 2, 2005	\$6.15/hour
September 1, 1997	\$5.15/hour
October 1, 1996	\$4.75/hour

NON-MAYOR PURVIEW DEPARTMENTS/OFFICES

Board of County Commissioners
Citizens' Independent Transportation Trust (CITT)
Clerk of Courts
Commission on Ethics and Public Trust
County Attorney's Office
Judicial Administration
Law Library
Legal Aid
Miami-Dade Economic Advocacy Trust
Office of Inspector General (OIG)
Property Appraiser
South Florida Workforce Investment Board (SFWIB)
State Attorney's Office

PART-TIME LEAVE ACCRUALS

Annual Leave Accruals

Hours Paid	Accrual
0 - 39.99	No accrual
40 - 59.99	1.5 hours accrual per pay period.
60 - 79.99	2.5 hours accrual per pay period.
80 or more	Same as full-time employee

Sick Leave Accruals

Hours Paid	Accrual
0 - 39.99	No accrual
40 - 59.99	2.0 hours accrual per pay period.
60 - 79.99	3.0 hours accrual per pay period.
80 or more	Same as full-time employee

PAY KIND CODES

The codes listed below are reflected on the earnings history screen (PRHS).

REG	Regular Pay
VAC	Vacation Pay
BNS	Bonus Pay
CAN	Cancelled Check Current
RCV	Partial Cancelled Check Receivable Current
VOU	Voucher Current
PWK	Pollworker Pay
NOP	No Pay
FRA	FRS Time & Leave Adjustment
FRB	FRS Manual Adjustment
FRC	FRS DROP Adjustment
FRD	FRS DROP Adjustment
FRE	FRS DROP Adjustment
FRF	FRS DROP Adjustment
HSC	Cancelled Check Historical
HSR	Partial Cancelled Check Receivable Hist.
HSV	Voucher Historical
LOA	Leave of Absence
PNV	Pending Voucher
PNC	Pending Cancelled Check

PREMIUM PAY

Bargaining Unit Employees (4C)

\$50 biweekly pay supplement, effective July 5, 2004, extended to bargaining unit employees with the exception of Fire and Police, to supplement the agreed upon across the board wage adjustment during the 10/1/2005-9/3/2008 contract term. (7/7/03 – 7/4/04 - \$25.00 biweekly)

Non-Bargaining Unit Employees(LC)

\$50 biweekly supplement, effective September 26, 2005, extended to non-bargaining unit employees to maintain parity, as is customary with across the board wage adjustments. (9/27/04 – 9/25/05 - \$25.00 biweekly)

PROTECTED CLASS

Those employees whose records are "protected" per Florida Statutes are identified with a "protected class" value. The possible values for the protected class are:

0	Social security number protected only
1	For police, firefighters, and HR Personnel - SSN, address, telephone numbers protected, family information protected. Protection to these employees is applied for the duration of their career regardless of classification.
2	"Inspector" classifications - SSN, address, telephone number protected. Protection is applied to employees only while serving in these classifications.
3	For spouses of police and firefighters - SSN, address, telephone number protected.
4	For legal guardians e.g., divorcee of police or firefighter children - SSN, address, telephone number protected.

RETIREMENT PLAN CODES

Rates as of 7/1/2012

FRS Code	Plan	Retirement Description	Employer Contribution	Employee Contribution
00		No Retirement Contributions Made	0%	0%
10	C	FRS Inv Plan Re-employed SMSC *	6.30	3%
11	C	FRS Inv Plan Re-employed Retiree *	5.18%	3%
12	C	FRS Inv Plan Elected Official Retiree	10.23%	3%
13	C	FRS Inv Plan Regular	5.18%	3%
14	C	FRS Inv Plan Special Risk Police	14.90%	3%
15	C	FRS Inv Plan Special Risk Fire	14.90%	3%
16	C	FRS Inv Plan Special Risk Admin. Support	5.91%	3%
17	C	FRS Inv Plan Senior Mgmt. Service	6.30%	3%
18	C	FRS Inv Plan Exec Official Opt Plan	10.23%	3%
19	HB	FRS Inv Plan Special Risk Forensic Eff. 10/1/05	14.90%	3%
UA		FRS Re-employed Regular Class 07/10 **	1.60%	0%
UB		FRS Re-employed Special Risk 07/10 **	3.86%	0%
UI		FRS Re-employed Elected Official 07/10 **	1.84%	0%
UM		FRS Re-employed Senior Mgmt. 07/10 **	1.43%	0%
18	RA	FRS Re-employed Retiree Eff. 7/91	5.18%	3%
19	RI	FRS Retired Elected Official Eff. 7/90	10.23%	3%
21	HA	FRS Regular	5.18%	3%
22	HB	FRS Special Risk Police/Corrections	14.90%	3%
23	HB	FRS Special Risk Forensic	14.90%	3%
24	HB	FRS Special Risk Fire	14.90%	3%
25	HJ	FRS Special Risk Admin Supp Eff. 7/82	5.91%	3%
29	RM	Re-employed Senior Management Service *	6.30%	3%
30	HM	FRS Senior Management Service	6.30%	3%
33	OP	IFAS Optional Retirement Program	5.64%	3%
70	HO	SMSC Optional Annuity 7/98	14.00%	0%
91	HI	FRS Elected Officials	10.23%	3%

* Applicable to re-employed retirees prior to 7/1/10.

** Applicable to re-employed retirees on or after 7/1/10.

DROP RETIREMENT CODES

FRS Code	Retirement Description	Employer Contribution	Employee Contribution
13	City of Homestead - Deferred Retirement Option Plan	12.25%	0%
14	FRS Deferred Retirement Option Plan (Previously Retirement Codes other than 01, 03, 11, 31 and 32)	5.44%	0%
92	FRS Special Risk Police/Corrections - Deferred Retirement Option Plan	5.44%	0%
93	DROP FRS Special Risk Forensic	5.44%	0%
94	FRS Special Risk Fire-Deferred Retirement Option Plan	5.44%	0%
95	FRS Special Risk Administrative Support Effective 7/82 - Deferred Retirement Option Plan	5.44%	0%

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Employees that select to participate in the DROP program maintain their regular employee status code.

SICK LEAVE PAYOUT PERCENTAGES

Employees who retire or resign from County service with less than 30 years in good standing are eligible to receive payment for up to a maximum of 1,000 hours of accrued unused sick leave at the employee's current rate of pay at time of separation, excluding any shift differential, prorated in accordance with the following schedule:

Employees with 30 years or more of service are eligible to receive 100% of their sick leave.

Regular Retirement

10 Years	25%
11 Years	30%
12 Years	35%
13 Years	40%
14 Years	45%
15 Years	50%
16 Years	55%
17 Years	60%
18 Years	65%
19 Years	70%
20 Years	75%
21 Years	77.5%
22 Years	80%
23 Years	82.5%
24 Years	85%
25 Years	87.5%
26 Years	90%
27 Years	92.5%
28 Years	95%
29 Years	97.5%
30 Years	100%

Special Risk Retirement

10 Years	25%
11 Years	30%
12 Years	35%
13 Years	40%
14 Years	45%
15 Years	50%
16 Years	55%
17 Years	60%
18 Years	65%
19 Years	70%
20 Years	75%
21 Years	80%
22 Years	85%
23 Years	90%
24 Years	95%
25 Years	100%

SUB ENTITY CODES

1	Full-Time
2	Part-Time
3	Temporary/Seasonal
4	Elected Officials
5	Farm Workers

SUPERVISOR STATUS CODES

01	County Manager/Deputy Mayor/County Commissioners
02	Deputy Mayors/Special Advisors
03	Assistant to Deputy Mayor
04	Department Directors
05	Deputy Directors
06	Assistant Directors
07	Division Directors
08	Assistant to Directors
09	Assistant Division Directors
10	Sr. Bureau Commanders/Section Head
11	Associate Directors
12	Supervisor Classes

TAX WITHHOLDING CODES

0	Standard
1	Additional Tax
3	Non-Taxable Payments - NOT WAGES (No W-2 to be issued for these payments)
4	Taxable Wages BUT do not withhold any tax (W-2 will be issued)

WORKERS' COMPENSATION CODES

The following are standard codes set by the National Council on Insurance to identify work types. Each job classification is assigned one of these codes.

0037	Farm
3365	Welding
3724	Electrical Insulation or Repair
4299	Printing
4361	Photographer
5183	Plumbing
5403	Carpentry
5474	Painting
5506	Street Construction
7380	Drivers, Chauffeurs
7382	Bus - All Other Employees and Drivers
7423	Airport Operations
7520	Waterworks Operations
7590	Garbage Works
7704	Fire
7720	Police
8380	Auto Service/Repair Center and Drivers
8385	Bus - Garage
8392	Auto Storage or Parking
8720	Inspection for Valuation
8742	Claims Adjustors, Outside Messengers
8810	Clerical, Administrative
8820	Attorneys
8831	Veterinarians, Dog Catchers
8833	Hospital Professional
8868	School
9014	Exterminators
9015	Building
9019	Bridge Operation
9040	Hospital - Nonprofessional
9079	Food Service - Catering
9101	Museums, Libraries
9102	Parks
9403	Garbage Collection
9410	Municipal Employees
9519	Air Conditioning or Refrigeration

HISTORY OF WAGE INCREASES (COLA) JANUARY 1980 TO SEPTEMBER 2011

Effective Date	AFSCME 121 WASD	AFSCME 1542 Aviation	AFSCME 199 General	AFSCME 3292 Waste	GSAF OPEIU 100 Supervisors	GSAF OPEIU 100 Professionals	PBA Rank & File	PBA Supervisory	IAFF 1403 Fire	TWU 291 Transit	Non Bargaining	AFSCME 1363 PHT	FNA
	BU: A	BU: G	BU: H	BU: F	BU: K	BU: M	BU: E	BU: P	BU: C	BU: D	BU: L		BU: J (?)
06/01/80							5%				0,3,13 or 14% uncertain how this was applied		5%
10/01/80	13%	13%					8%		13%	\$.30 p/h		13%	8%
04/01/81										\$.25 p/h			
10/01/81	8%	8%					8%		8%	8%	0,3,8, or 9% uncertain how this was applied	8%	\$1.05 p/h
02/01/82													\$.25 p/h
04/01/82	2%	2%					2%	2%	2%	2%	2%		
06/01/82										3%			
01/01/83	5%	5%	5%	5%	5%		5%	5%	5%	5%	5%		5%
07/01/83	3%	3%	3%	3%	3%		3%	3%	3%	3%	3%		3%
01/01/84	5%	5%	5%	5%	5%		5%	5%	5%	5%	5%		5%
07/01/84	3%	3%	3%	3%	3%		3%	3%	3%	3%	3%		3%
01/01/85	5%	5%	5%	5%	5%		5%	5%	5%	5%	5%		5%
07/01/85	3%	3%	3%	3%	3%		3%	3%	3%	3%	3%		3%
1985-86	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%		0%
10/01/86	4%	4%	4%	4%	4%		4%	4%	4%	4%	4%		4%
10/01/87	4%	4%	4%	4%	4%		4%	4%	4%	4%	4%		4%
10/01/88	3%	3%	3%	3%	3%		3%	3%	3%	3%	3%		3%
10/01/89	4%	4%	4%	4%	4%		4%	4%	4%	4%	4%		
1990-91	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%
Oct-91 *	2%	2%	2%	2%	2%		2%	2%	2%	N/A	2%		
Oct-92 *	1.5%	1.5%	1.5%	1.5%	1.5%		1.5%	1.5%	1.5%	N/A	1.5%		
10/01/93										3.5%			
07/05/93	3%	3%	3%	3%	3%		3%	3%	3%	3%	3%		
03/28/94	4%	4%	4%	4%	4%		4%	4%	4%	4%	4%		
03/27/95	4%	4%	4%	4%	4%		4%	4%	4%	4%	4%		
03/25/96	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%		
08/25/97	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%		
09/07/98	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%		
09/06/99	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%		
09/04/00	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%		
09/03/01	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%		
09/02/02	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%		
07/07/03	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%		
07/05/04	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%		
07/04/05	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%		
07/03/06	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%		
07/02/07	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%		
06/30/08	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%		
07/01/09	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
2010 **	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
06/27/11+	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	0%		

*One-Time Nonrecurring Bonus Payment (% of Base Pay)

** 5% insurance contribution to County health insurance cost taken commencing 2/2010 in accordance

With the effective dates prescribed reduction in collective bargaining agreements; in lieu of 5% salary reduction

+ Non-bargaining unit employees in non-Mayoral departments (Law Library, Clerk of Courts, CITT and select employees in SFWIB) received 3% COLA.

If shaded- no information available or documentation silent on increase

ORDINANCES

The following ordinances related to employee relations and are administered by the Human Resources department:

Ordinance 98-34 - Sick/Annual Leave Payout to Employees Under Investigation

Those employees who are under investigation or who separate from County service as a result of a breach of public trust will not be eligible for Sick or Annual leave payouts.

Offenses involving a breach of the public trust shall include, but not be limited to:

- a. Criminal offenses of embezzlement of public funds, theft, bribery, perjury or any felony specified in Chapter 838 of the Florida statutes; or
- b. Non-criminal offenses involving a breach of the officer or employee's fiduciary responsibility to the public.

Ordinance 99-44 - Living Wage

This ordinance establishes a living wage requirement for County employees. It guarantees a living wage of no less than \$8.56 per hour for employees who are covered by health insurance and no less than \$9.81 for employees not covered by health insurance. For County employees under the County Pay Plan, the County pays a living wage consistent with the goals of the ordinance on a three-year phase-in basis beginning Fiscal Year (FY) 2000-2001, increasing on an annual basis incrementally until it is fully implemented in Fiscal Year 2002-2003.

RATES

	<u>Living Wage for Employees Eligible for Insurance</u>	<u>Living Wage for Employee Ineligible for Insurance</u>
FY 00-01	\$6.29	\$6.70
FY 01-02	\$7.55	\$8.40
FY 02-03	\$9.00	\$10.30

For purposes of administering the Living Wage Ordinance, certain classifications will not be considered County employees as set forth in the ordinance. These classifications include those that only receive stipends; those whose funding is prescribed by grants; and those that solely provide on-the-job work experience.

Ordinance 99-5 - Domestic Leave

Employees, as defined in the ordinance, shall be entitled to a total of thirty (30) workdays of unpaid domestic leave during any twelve (12) month period.

PAR code WB used on the PAR.

PAR CODES

CODE	DESCRIPTION	DEFINITION
44	On Call WASD	On Call WASD
45	OT On Call WASD	OT On Call WASD
46	Night Differential WASD	Night Differential WASD
47	Overtime Night Differential WASD	Overtime Night Differential WASD
77*	Job Basis Hours	Records excess hours worked by job basis employees; also, used to track car allowances.
A	Annual Leave	<p>Approved leave time to be taken from accrued Annual Leave. Accrual and use governed by Miami-Dade County Leave Manual. Available for use after the completion of thirteen (earned) pay periods. Paid out at current rate at the time of termination excluding any night differential. Maximum accrual values are currently set at 500 hours for all unions.</p> <ul style="list-style-type: none"> •Bargaining Unit D (TWU) accrual max was set to 500 effective 7/07. •Bargaining Unit H (AFSCME General) accrual max was set to 500 effective 7/03.
AA*	Annual Leave Payout	Annual Leave Payout that is used for both DROP payout and regular payouts.
AC	Air Rescue	For bargaining unit C employees only. A one step (or 5% at max) for assignment to full time duties of Air Rescue. Employee must physically work more than six hours. Not paid if the employee has pay exception "ON".
AD	Administrative Leave	Paid leave time approved at the discretion of the Department Director.
AF	Annual Family	Annual leave used under the "Mandatory Leave" provision in the Miami-Dade County Leave Manual (section 27.05).
AH*	Administrative Holiday/ Hurricane	To be used only on the day before Christmas and/or the day before New Year's in place of Administrative Leave or other special event authorized by the County Manager. Is considered "time worked" for purposes of overtime and out of class pay.
AI	Annual Leave (Injury)	Accrued Annual Leave time taken due to an on-the-job injury. Used after sick leave is exhausted. Leave will be restored if Disability Leave is approved.
AM	Administrative Leave for Mentoring Program	PAR code AM will be used to record and track Administrative Leave granted in support of Miami-Dade County employees mentoring program.
AN	Annual Forfeited Article V	Annual hours forced to be forfeited due to Article V transition.
AO	Airport Pay	For bargaining unit C employees only. 5% for personnel who are C.F.R. or Fire Department certified and assigned to Airport Units. Employees must physically work more than six hours. Not paid if the employee has pay exception 85.
AP*	Annual to Pool	Hours donated to an Earned Leave Pool or Special Leave Pool. Entered by PIM. Displayed on HPAR.
AQ	Annual in lieu of Sick	Used to cover sick leave when sick leave balance is exhausted.

***These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.**

PAR CODES (continued)

AR	Acting Rank	Used by Bargaining Units E and P employees only when working out of classification. PAR code placed in third box of the PAR. Not paid if the employee has the pay exception code "15". Fire Dispatchers and Fire Dispatcher Supervisors must work a minimum of one shift (effective 7/3/06).
AS	Airport Special Request Inspection - Fire	Overtime for employees performing Special Request Inspections at the Airport. Bargaining units C, H, K & L only for occupational codes 1050, 4132, 4134 & 4135; any sworn personnel in 037-07 and 037-14.
AT	Air Truck	For bargaining unit C employees only. 1 step (or 5% at max) for personnel assigned full time duties on "Air Truck" units. Employees must physically work more than six hours. Not paid if the employee has pay exception "OK".
AV	Annual Transferred Article V	Annual hours transferred to the State of FL; Article V
AX	Annual in lieu of Suspension	Annual leave forfeited due to suspension. Employees must physically work and forfeit annual leave due to a suspension. Employees get paid regular salary due to leave forfeiture.
AZ	TWU Pool	For PIM use only; Annual leave converted to dollars and contributed to Union; only hours that would be forfeited are eligible to donate; MDT Use Only
B2	Alpha Bravo	Alpha Bravo earnings at overtime. For bargaining unit P employees only.
B4	Alpha Bravo	Alpha Bravo pay at overtime. For bargaining unit P employees only.
BE*	Birthday Earned	For Bargaining Unit D employees only. Entered by PIM. Displayed on HPAR when an employee banks the birthday.
BH	Birthday Holiday	Observed on the employee's birthday, or the next regular working day if it falls on a day off. Employees may be allowed to delay its use for up to six months. For Bargaining Unit F employees, the BH is to be observed on the day it occurs. If that day is not an employee's normal work day, then it will be observed on the nearest regular work day.
BM	Bus Preventive Maintenance	Bus Preventive Maintenance for the Transit department.
BP*	Birthday Holiday Pay	For bargaining unit "D" employees only. Used when an employee works on his or her birthday and wants the BH to be paid.
BW*	Birthday Holiday Lost	Birthday holiday without Pay (Birthday holiday lost – employee out of pay status before or after the birthday holiday).
C	Compensatory Time	Granted in lieu of overtime and used like Annual Leave. Can be used by any employee with a compensatory balance. Earned (CE) by Bargaining Unit C, E and P employees only.
CB	Call Back	Used to pay employees who are ordered back to work after the completion of a shift. Rules on payment and guarantees vary by bargaining unit. PAR code placed in third box of the PAR.
CC*	Compensatory Leave Payout	Compensatory Leave Payout that is used for both DROP payout and regular payouts.
CD	Compensatory Time Pay	Excess compensatory time paid out.
CE	Compensatory Time	Indicates when overtime is earned instead of paid. Used only by Bargaining Units C, E, and P employees only.
CF	Compensatory Family	Compensatory leave used under the "Mandatory Leave" provision in the Miami-Dade County Leave Manual (section 27.05).
CH	Conversion Hours Paid	Conversion Hours Paid for bargaining units C, D, E, K, M and P. Only eligible for employees with 20 years of service and payment can only be on the 26 th pay period.

***These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.**

PAR CODES (continued)

CI	Compensatory Injury	Leave time taken due to an on-the-job injury. Used after other leave is exhausted. Will be restored if Disability Leave is approved.
CL	OCL <u>with</u> Occ. Code	Out of Class pay when using occupational code. Occupational code must be provided.
CM*	Compensatory Leave Max	Payment of Compensatory Leave hours over Compensatory Leave maximum.
CP*	Compensatory Pool	Hours donated to an Earned Leave Pool or Special Leave Pool. Entered by PIM. Displayed on HPAR.
CQ	Compensatory Time for Sick	Used to cover sick leave when sick leave and annual leave balances are insufficient.
CR	CR Day (Fire Dept)	Paid time used to cover extra shift in a pay period. Used by Bargaining Unit C employees only.
CT	Court Time	Used by Bargaining Units C, E and P employees only. Indicates time required to appear in court on regular workdays, but not contiguous to the shift. Guarantee time paid per contract.
CW	Court Witness	Paid time granted to an employee subpoenaed to appear as a witness in a non-work related court case.
CX	Compensatory Suspended	Compensatory time for suspension.
CZ	Administrative Leave	Administrative Leave Fire Division Chief
D	Job Injury	Used to pay time not worked due to an injury to an employee granted disability time for an on-the-job injury.
DA	Day of Accident	Indicates the actual hours <u>lost</u> on the actual date of injury. The full shift is paid. Leave balances are not depleted.
DF	Administrative Leave Family	Administrative Leave used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
DH*	Disability Holiday	To indicate holiday lost on day off during disability leave. Entered by PIM. Displayed on HPAR.
DI	Deemed Income	Temporary partial benefits calculated by Risk Management (for PIM use only).
DM	Disaster Medical Assistant Team	Disaster Medical Assistant Team
DO	Driver Operator	For bargaining unit C employees only. Employee works special duty. Receives one step (or 5% at max). Employees must work more than six hours. Not paid if the employee has the pay exception code "02".
DP	Paid Administrative Leave	For PIM use only; Paid for bus/rail operators and Solid Waste; used when County Manager authorizes AH and employee works.
DR	To indicate number of light duty hours worked	Used for bus/rail operators only; indicates operator is working light duty but receiving run pay; used with leave code "PM"; MDT Use Only.
DS	Day Shift	For employees regularly assigned nights, indicates a shift to be paid at the day rate.
DT	Departmental Training	Used when an employee of the Solid Waste Management Department attends departmental training.
DV	Diver's Pay	Diver's Pay is paid as straight time only, with no minimum hours per day. Diver's Pay will not be paid on authorized leave time. The hourly rate for Diver's Pay increases as the cost of living increases.

***These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.**

PAR CODES (continued)

DW	Injury No Pay	Indicates time off due to an on-the-job injury after all leave is exhausted, and disability leave is not granted.
DX	Diver Exception	For Bargaining Unit C employees only. Firefighting personnel certified by the Fire Department as SCUBA Rescue Authorized (SRA) Divers. SRA Diver must maintain currency to be eligible for pay. Paid one step above regular rate of pay or 5%. Employee must work six consecutive hours or more in this assignment. Not paid if the employee has pay exception code "5G".
E	Educational Leave	Provides time off with pay for eligible employees to attend non-County sponsored training or educational courses, conferences, etc., as approved by the Department Director.
EA	Extraordinary Assignments	For bargaining unit C employees only. Used in special circumstances when team is sent out on special assignments i.e., international events.
EC	Educational Leave	County Educational Leave Sponsored
EL	Out of Class Eligible List	For bargaining TWU employees only. Employees must be on an Eligible List. Out of class paid as a promotion.
EM	Emergency Medical	For Bargaining Unit C Captains (4110) only when they are assigned as an EMS Field Supervisor. Employees must possess qualifications as a current EMS Field Supervisor. Paid 7.5% above regular rate of pay. Employee must work six consecutive hours or more in this assignment. Not paid if the employee has pay exception codes "87", "88" and "8B".
EP	Extra Pay	Extra pay for non-work related duties.
ER	ER Tracking (Aviation)	Time worked in support of ER Tracking for the Aviation Department.
ET	Emergency Overtime	Emergency Overtime
EW	Exchange Time Worked	For bargaining units C and E employees only. Allows for the exchange of shifts between eligible employees. PAR code placed in the third box, if the employee works for someone else.
EX	Exchange Time	For bargaining units C and E employees only. Allows for the exchange of shifts between eligible employees. PAR code placed in the regular time (RT) box if someone works for the employee.
F	Funeral/Bereavement	Leave time with pay (not charged to any leave balance) in the event of a death in the immediate family. Five days allowed per occurrence.
FA	FTAA	FTAA
FD	Furlough Day	Furlough day without pay.
FE	Emergency Funeral/Bereavement	Leave time with pay (charged to available sick leave balance) in the event of a death of a mother-in-law or father-in-law. Five days allowed per occurrence. Does not affect sick leave conversion.
FH	Floating Holiday	Day off granted with pay to eligible employees each fiscal year (October 1 through September 30). Available after completion of nine (earned) pay periods and cannot be carried over to the next fiscal year.
FM	FEMA Related Activities	Time worked in support of FEMA related activities for the Aviation Department.
FO	Fireboat Operator	For Bargaining Unit C employees only. Employee works special duty. Receives one step (or 5% at max). Employees must work more than six hours. Not paid if employee has pay exception code FO.

***These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.**

PAR CODES (continued)

FP	Administrative Leave (TWU)	Leave used when an operator fails his/her physical.
FS	Furlough Savings	Furlough Savings - code generated by the system for reporting purposes only. Does not impact pay or leave.
FT	Field Training Officer	For bargaining unit E employees only. Defines special training duty. PAR code placed in third box of the PAR. Not paid if the employee has the pay exception code "16". For 4301 (bargaining unit H) can use also effective 3/21/97. Not paid if the employee has the pay exception 01.
FW*	Floating Holiday	Without pay (Floating holiday lost) on the floating holiday. Entered by PIM. Displayed on HPAR.
GA	Gate Control Assignment	Airport Operations Agent or Airport Operations Senior Agent authorized and assigned by Aviation Department to perform Gate Control duties. Not paid with LW or pay exception code 01.
GD*	Drop Begin Day	Deferred Retirement Option Program (DROP) Enrollment Effective Date
H	Holiday (Observed)	Code is preprinted on the PAR to indicate a County holiday (printed for eligible employees only). Non eligible employees will have an "*" printed on the PAR on a Holiday.
HD*	Holiday Leave Paid	Indicates holiday hours paid.
HE*	Holiday Earned	Displayed on HPAR to show holiday earned. These hours can be used at a later date as HJ leave.
HF	Fire Holiday Pay	For PIM use only: Bargaining unit C employees with 20 years or more of County service. On a one time basis only can request up to 500 hours of their accrued, Holiday Leave paid in bi-weekly installments of 24 hours or less.
HH*	Holiday Leave Payout	Holiday Leave Payout that is used for both DROP payout and regular payouts.
HI	Holiday Leave (Injury)	Available accrued Holiday leave taken due to an on-the-job injury. Used after sick and annual leave is exhausted. Leave will be restored if Disability Leave is approved.
HJ	Holiday Leave (used)	<p>Time accrued if an eligible employee works on a holiday or if a holiday falls on a day off. Used like Annual Leave and is paid out at current rate at the time of termination. Maximums vary according to bargaining unit. Maximum accrual values are:</p> <p><u>BU</u> <u>Holiday Max</u></p> <p>A 200 hours (Effective 1/23/12)</p> <p>C No Max</p> <p>D 104 hours</p> <p>E 240 hours (Effective 3/8/10 no max for 4201, 4202, 4502, 4503 & 4504)</p> <p>F 120 hours</p> <p>G 200 hours (Effective 7/2/07)</p> <p>H 120 hours (Effective 7/3/06)</p> <p>K 240 hours (Effective 6/14/10)</p> <p>L 80 hours for Non-Job Basis (No max for Job Basis)</p> <p>M 240 hours (Effective 6/14/10)</p> <p>P No Max for Non-Job Basis (Effective 10/9/06)</p>
HN	Holiday Furlough	Holiday without pay.
HO	Holiday Fiscal Pay	Automated code will deduct request hours from Holiday leave balance; calculate hours at current hourly rate and pay as money adjustment code 24.
HP*	Holiday Sick Pool	Holiday hours donated to an Earned Leave Pool or Special Leave Pool. Entered by PIM. Displayed on HPAR.

*These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.

PAR CODES (continued)

HQ	Holiday Leave for Sick	Used to cover sick leave when sick leave, annual leave and compensatory time leave balances have been exhausted.
HR*	Fire Holiday Hours Paid PP	Fire one-time Holiday pay code to enter biweekly paid hours less than 24 hours.
HS	Holiday Paid Once	For PIM use only: To make corrections to Fire one-time Holiday requested paid hours.
HU	Hurricane Related Activity	Hurricane Related Activity
HW	Holiday Without Pay	Holiday not paid as a result of the employee losing the holiday (employee out of pay status before or after the holiday).
HX	Holiday Suspended	Holiday leave forfeited due to suspension. The employee must work and forfeit holiday leave due to a suspension.
HZ	Hazardous Materials	For bargaining unit C employees only. 1 step (or 5% at max) for employees assigned full time duties on "Hazardous Material" units. Employees must physically work more than six hours. Not paid if the employee has pay exception code "OL". For bargaining unit A employees only. 2 steps for employees assigned full time duties on "Hazardous Material" units.
IC	Instructor Certified	For Bargaining Unit C employees only. Personnel who are State Certified Instructors shall receive an additional 2.5% during their assignment to the Training Division or during any departmentally authorized training assignment. The employee must possess and maintain a State Certified Instructor Certificate by the Florida Bureau of Fire Standards and Training as at least an Instructor 1 to be eligible for this pay. Paid 2.5% above regular rate of pay. Employee must work six consecutive hours or more in this assignment. Not paid if the employee has pay exception code "8B".
IT	Instructing Trainee	For bargaining unit D employees only.
J	Jury Duty	Employees receiving summons to jury duty are paid for all time served during the shift.
JD	Jury Duty MDT	Pay bargaining unit D employees double time for jury duty on day off.
K9	K-9 (Canine)	Police Officers assigned canine dog(s) will be paid 1 hour of compensation per dog per day at the rate of one and one-half (1 ½) times step 5 of the Animal Care Specialist classification (OCC Code 1146) for the care and maintenance of their assigned dog(s), (i.e., K9 1 or K9 2).
KM	AD Per Union Contract	Paid leave time for GSAF Job Basis employees in bargaining units K and M only per contract. (See contract for eligibility.)
LA*	LOA Annual Pay	Leave payout of Annual hours at the time of leave of absence.
LC*	LOA Compensatory Pay	Leave payout of Compensatory hours at the time of leave of absence.
LD	Light Duty	Used to reflect Light Duty paid at regular rate.
LF	Lift Station Pay Supplement	Employees who are authorized and assigned and who actually perform work in the Aviation Department lift stations.
LH*	LOA Holiday Pay	Leave payout of Holiday hours at the time of leave of absence.
LN	Light Duty at 90%	Regular pay rate paid at 90%.

***These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.**

PAR CODES (continued)

LP	Special Sick Pool	Leave Pool donation established for the employee when an employee is required to care for an immediate family member. Leave used after all available Annual, Holiday, and Compensatory leave has been exhausted. Leave pool must first be approved by Department Director and the Internal Services Department.
LS	Logistical Service	For bargaining unit C employees only. Fire classifications assigned full time duties in Logistical Services Division. Paid 1 step above regular rate or 5% at maximum. Not paid if the employee has the pay exception code "OM".
LW	Leadworker	Employees paid one (1) step increase above the employee's regular rate.
MA	Military Active Leave	Thirty calendar days per fiscal year are allowed for all employees called up for active duty. Orders must accompany PAR, and the dates on the PAR must match those on the orders.
MC	Military Family Compensatory Leave	Military Family Compensatory Leave
MG	Minimum Guarantee	MDT Bus Operators/Rail Operators only
MH	Military Family Holiday Leave	Military Family Holiday Leave
MM	Mover Preventive Maintenance	Mover Preventive Maintenance for the Transit department.
MR	Military Leave (Training)	Thirty working days per fiscal year are allowed for all employees for Reserve Duty. Orders must accompany PAR, and the dates on the PAR must match those on the orders.
MS	Medical Surveillance Hazardous Pay	For Bargaining Unit A employees only.
MW	Military Salary	Used to indicate that the 30 days of Military Active has been exhausted.
N1	Night Differential	Shift is evenly divided at 6 a.m. or 6 p.m. Paid one step above the employee's rate or \$.60 per hour depending on bargaining unit.
N2	Night Differential	Majority of hours are after 6 p.m. or before 6 a.m. Paid one or two steps above the employee's rate per hour depending on bargaining unit.
N9	No Canine	For police officers receiving the K9 or K2 pay exception, it indicates that the canine allowance should be removed for that day. N9 1 will remove K9 for 1 dog, N9 2 for 2 dogs.
NC*	No Car	For those employees receiving a car allowance, it indicates that the County vehicle was not used that day. PAR code placed in third box of the PAR.
NR	New Rate	This code is system generated to reflect a rate change in the middle of the pay period. NR is displayed on the effective date of the rate change if there is a rate change in the middle of the pay period.
OA	Other Assignments	Other assignments for Solid Waste employees (Bargaining Unit F) only.
OC	On Call	Employees designated to be available to return to work as needed during "off" hours are paid a supplement according to various agreements. PAR code placed in third box of the PAR.
OD	Overtime Disability	Overtime hours paid on disability worked.
OF	Off Duty Pay	Off Duty Pay loaded through a file for MDFR.
OG	OT in Grants	To track and charge overtime that is generated due to grant funding. For bargaining unit C employees working under grant programs at an overtime rate of time and a half.

*These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.

PAR CODES (continued)

OH*	Overtime on Holiday	Overtime hours paid on a Holiday worked/system generated.
OI	Officer-in-Charge	Fire Chief acting as officer-in-charge (divisional) rate. 5% above current hourly rate.
OP	Operations - Fire	Guaranteed overtime for bargaining unit C employees working like 96 hour employees.
OT	Overtime Hours at Overtime Rate	Overtime hours paid.
*OTO	Guaranteed Overtime	Displayed on HPAR showing overtime hours paid at the overtime rate when overtime is "guaranteed" per collective bargaining rules.
*OTS	Overtime Hours at Straight Time Rate	Displayed on HPAR showing overtime hours paid at straight time.
OV	Roll-Off Truck	For Solid Waste (Bargaining Unit F) employees only - Roll-Off Truck (OCL).
OW	Identifies that employee is working other than normal assignment	Identifies that employee is working other than normal assignment; MDT Use Only
P	Special Sick Pool	Special occasion EID used.
PB	Partial Benefits	Risk Management to calculate weekly basis for temporary partial benefits.
PD*	Administrative Leave Paid	MDT Bus Operators/Rail Operators only
PL	Pollworker	Time worked in support of Elections.
PM	Administrative Leave Bargaining Unit D	Used in place of "AD" when an operator is pending results of a drug/alcohol test before returning to work after an extended absence; pay is the same as "AD".
PO	Public Works On-Call	Employees designated to be available to return to work as needed during off hours are paid a 1 step supplement according to a settlement agreement. Only for Public Works Sup. 2 (6047) in 060-16 & 17.
PP*	Pay Period Num Adjustment	Shown on PERO when pay periods have been adjusted.
PR*	Prior Rate	This code is system generated to reflect a rate change in the middle of the pay period. The employee's prior rate is used to calculate an adjustment for this day.
PT	Physical/Testing	Physical/Testing – Solid Waste Department only.
R	Relieved of Duty	Used to identify employees that have been suspended, but continue to be paid pending completion of investigation.
RA	Reinstatement - Administrative Leave	Used when an employee is reinstated for pay purposes.
RC	Roll Call (MDPD only)	To indicate ¼ hour roll call for eligible occupational codes in MDPD.
RH*	Worked Hours on Holiday	Regular hours paid on a Holiday worked.
RI	Roofing Inspector	For bargaining units H and K. Inspectors/Field Unit Supervisors working extra assignments to expedite process for repairing roofs. One step/pay by the hour.
RL	Rescue Max	Rescue Max

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PAR CODES (continued)

RM	Rail Preventive Maintenance	Rail Preventive Maintenance for the Transit department.
RP	Rail Project	For bargaining unit D employees only. Employee attending a rail class. Paid straight time for all hours marked with RP.
RR	Ronald Regan Library	One hour Annual Leave to the Leave Pool.
RW	Relieved from Duty Worked	Relieved from Duty Worked used by MDPD.
S	Sick Leave	Approved leave time to be used when the employee (not family member) is sick, or has a doctor's appointment.
SA	Suggestion Award	Leave time granted to employees awarded for a qualifying employee suggestion under the Suggestion Award Program.
SC	Shift Change Day Bargaining Unit E/P	Used by Bargaining Unit C employees, indicating a change in shift. PAR code placed in RT box of the PAR.
SD	Student Pay	An additional 5% will be paid when an employee has a student trainee on the bus. Bus Operator's only.
SE	Sick Emergency	Leave time with pay (charged to available sick leave balance) granted in the event of life-threatening illness in the employee's immediate family. Three workdays allowed per leave year. Does not affect sick leave conversion.
SF	Sick Family	Sick leave used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
SI	Sick Injury	Accrued Sick Leave taken due to an on-the-job injury. Leave will be restored if Disability Leave is approved.
SJ	Special Projects	For bargaining unit C employees only. Fire classifications performing special duties as determined by Department Director are paid at 5% above regular rate. Not paid if the employee has the pay exception code "8A".
SM	Security Level	Time worked for security level in support of the Aviation Department.
SN	Sick Forfeited Article V	Sick hours forced to be forfeited.
SO	Shop Steward OT	Bargaining units A, D and G only. Full-time release union stewards 1 hour of daily overtime.
SP	Sick Pool	Leave Pool donation established for the employee. Leave used after all available leave has been exhausted. Leave pool must first be approved by Department Director and the Internal Services Department.
SR	Special Request Inspection - Fire	Overtime for employees performing Special Request Inspections. Bargaining Units C, H, K & L only for occupational codes 1050, 4132, 4134 & 4135; any sworn personnel in 37-07 & 037-14.
SS	Split Shift	Designates an employee whose shift is divided into two distinct parts separated by more than one hour. PAR code placed in third box of the PAR.
SV	Sick Transferred Article V	Sick hours transferred to the State of FL; Article V
SW	Sick Without Pay	Used to record hours when all accrued leave is exhausted and employee is on sick leave. Employee's not paid for this time.
T	Termination	Designates the effective date of the termination. PAR code is placed in the third box of the PAR. Termination code and eligible for rehire codes must be recorded on the bottom portion of the PAR for all terminations.

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PAR CODES (continued)

TA	Task Assignment	For bargaining unit F employees only - Not require to work full shift.
TE	Track Equipment	Used by MDT to indicate an Operator performing work on specialized equipment. PAR code placed in third box of the PAR.
TM	TRT/Marine	Technical Response Truck/Marine Firefighter Unit
TP	Trainer's Pay	Communications Operator/Police Complaint Officer officially assigned as a trainer. Paid 1 step above regular rate of pay. Fire Dispatchers eligible for trainer's pay for each shift (effective 7/3/06).
TR	Technical Response Truck	Firefighting Personnel certified by Fire Department as Technical Rescue Technicians or Marine Firefighter. Paid 1 step above regular rate of pay or 5%. Not paid with codes ZA or ZB.
TS	MDFR Technical Support	MDFR Technical Support
U	Unauthorized (Call In)	Indicates an unexcused absence without pay.
UA	Unanticipated Annual Leave	Approved Leave without 72-hour Notice/MDT Use Only
UC	Unanticipated Comp Leave	Approved Leave without 72-hour Notice/MDT Use Only
UD	Underground Dry Wells For Pump Station Division	Bargaining Unit A employees only. 1 step for employees who are assigned to perform work inside underground dry wells guaranteed 4 hours minimum.
UF	Unauthorized Family Leave	Unauthorized Family Leave
UH	Unanticipated Holiday Leave	Approved Leave without 72-hour Notice/MDT Use Only
UN	Unauthorized (No Call)	Indicates an unexcused absence without pay, distinguishing those employees who do not call in.
UT	Urban Search & Rescue Team Travel/Training	For bargaining unit C employees only. Used in special circumstances when team is sent out on special assignments for travel/training.
UW	Unanticipated Leave Without Pay	Approved time off without 72-hour Notice; all leave has been exhausted (except sick leave); MDT Use Only
VA	Vacation Advance	Vacation advance checks are given in increments of 80 hours to those employees going on vacation for that period of time. An employee may request up to four vacation advance checks.
VR	Venom Response	For Bargaining Unit C employees only. Firefighting personnel assigned to the Anti-Venom Response Team. Employees must possess and maintain a Venomous Reptile License (VRL). Employee must work six consecutive hours or more in this assignment. Paid one step above regular rate of pay or 5%. Not paid if the employee has pay exception code "ZV".
W*	Without Pay	Used to record hours when all leave (except sick leave) has been exhausted. Employee is not paid for this time. A memo from the department director must be submitted if the employee has leave balances.
WA	BOS Without Pay Code	To be used when the operator/department has requested that available annual/holiday leave not be used.
WB	Domestic Leave	Domestic leave without pay per Ordinance.
WC	Workers' Compensation Leave	Leave used when Workers' Compensation benefits are approved.

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PAR CODES (continued)

WD	Less 20% Disability	20% of gross deducted in negative money adjustment code 66 when Disability Leave is 80% and no leave is available for 20%.
WF	Without Family	Without pay used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
WL	BOS - Late Without Pay	Used when an employee is late arriving to work and should not be compensated for time lost on the schedule or day.
WS	BOS Without Pay Code	To be used when the operator/department has requested that available annual not be used for sick.
WW*	Workers' Compensation Without Pay	For PIM use only: To denote Workers' Compensation Without Pay.
X	Suspension	Indicates time an employee does not work due to a disciplinary action. Employee is not paid for this time.
XA	C/LADJ Excess Annual Adjustment	<u>Fire</u> (bargaining unit C employees only) Excess Annual Leave Over Maximum 500 hours.
XC	No On Call	(Used to deduct On Call from an employee who has an On Call Pay Exception but is not On Call).
XS	C/LADJ Excess Sick Adjustment	<u>Fire</u> (bargaining unit C employees only) Excess Sick Leave/Converted to Annual Leave/Over Maximum 500 hours.
XX	Suspension (MDPD)	Indicates time a Bargaining Unit E employee is suspended for disciplinary reasons when the suspension covers time in more than one pay period. Employee is not paid for this time.
Y	Union Activity	Time off with pay to participate in union activities. Use governed by various contracts.
YC*	Car Allowance	HPAR will display "YC" code when employee is entitled to car and works on a day off.
YD	Military Family Administrative Leave	Military Family Administrative Leave
YF	Holiday Family	Holiday leave used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
YP	Union Activity Reimbursement	Employee on union activity - County is reimbursed for this time.
YT	Union Activity 100%	Employee who is 100% dedicated to union activities. For bargaining unit D employees only.
YW	Military Family Without Pay Leave	Military Family Without Pay Leave
ZD	HazMat Specialist	Fire – Any HazMat Specialist that works on HazMat 17 for the day (regular time or overtime).
ZZ*	Sick Leave Payout	Sick Leave Payout

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PAR CODE EXTENSIONS

PAR codes followed by an "S" denotes leave or pay charged at STRAIGHT TIME.

PAR codes followed by an "O" denotes leave or pay charged at the OVERTIME rate.

PAR codes followed by an "X" denotes entry processed by PIM, ISD in order to prevent override by ePAR files.

DEPARTMENT DIRECTORY

Department Name	DEPT #	FAMIS Name	Address	Department Director	Department Personnel Representative (DPR)	Tuition Refund Coordinator (TRC)
Animal Services	36	AD	7401 NW 74 th Street Miami, FL 33166	Alex Munoz (305) 884-1102 x227	Valerie Moore (305) 884-1102 x274	Valerie Moore (305) 884-1102 x274
Audit Management Services	7	AU	SunTrust Int'l Center One SE 3 rd Ave, Suite 1100 Miami, FL 33131	Cathy Jackson (305) 349-6122	Katheline Jackson (305) 349-6158	Katheline Jackson (305) 349-6158
Aviation	63	AV	Building 5A – 1 st FL 4200 NW 36 th St. Miami, FL	Jose Abreu (305) 876-7077	Cynthia Collins (305) 876-7300	Alina Cabrera (305) 876-7305
Board of County Commissioners	1*	CC	Stephen P. Clark Center 111 NW 1 st St., 29 th FL Miami, FL 33128		Liliana Collazo (305) 375-5427	Liliana Collazo (305) 375-5427
Citizens' Independent Transportation Trust	66*	TT	Stephen P. Clark Center 111 NW 1 st St., 10 th FL Miami, FL 33128	Charles Scurr (305) 375-1357	Marlene Amaro (305) 375-4466	Marlene Amaro (305) 375-4466
Clerk of Courts	31*	CL	Courthouse East 22 NW 1 st St., Rm 314 Miami, FL 33128	Harvey Ruvin (305) 349-7333	Leo Arnaiz (305) 679-1006	Michelle Roberson (305) 679-1017
Commission on Ethics and Public Trust	209*	EC	Biscayne Building 19 W. Flagler St., Suite 820 Miami, FL 33130	Joseph Centorino (305) 579-2594	Rachelle Cedeno (305) 579-2594	Rachelle Cedeno (305) 579-2594
Community Action and Human Services	379	CO	Stephen P. Clark Center 111 NW 1 st St., 22 nd FL Miami, FL 33128	Lucia Davis Raiford (305) 375-2784		Marcia Grubb (786) 469-4619
Community Information and Outreach	203	GI	Stephen P. Clark Center 111 NW 1 st St., 25 th FL Miami, FL 33128	Henry F. Sori (305) 375-3601	Zenaida Pradel (305) 375-5060	Zenaida Pradel (305) 375-5060
Corrections and Rehabilitation	39	CR	Martin Luther King Building 2525 NW 62 nd St., 2 nd FL Miami, FL 33147	Timothy Ryan (786) 263-6010	John C. Prats (786) 263-6209	Enrique Miranda (786) 263-6249
County Attorney	18	AT	Stephen P. Clark Center 111 NW 1 st St., 28 th FL Miami, FL 33128	Robert Cuevas (305) 375-5151	Yolanda Negrin (305) 375-1342	Yolanda Negrin (305) 375-1342
Cultural Affairs	91	CU	Stephen P. Clark Center 111 NW 1 st St., 6 th FL Miami, FL 33128	Michael Spring (305) 375-4634	Sue Camp (305) 375-5022	Sue Camp (305) 375-5022
Elections	16	EL	2700 NW 87 th Avenue Doral, FL 33178	Penelope Townsley (305) 499-8507	Susana Marti-Perez (305) 499-8565	Erika Sierra-Trujillo (305) 499-8556
Finance	6	FN	Stephen P. Clark Center 111 NW 1 st St., 26 th FL Miami, FL 33128	Edward Marquez (305) 375-5245	Geneva Hughes (305) 375-5208	Geneva Hughes (305) 375-5208
Fire Rescue	37	FR	9300 NW 41 st Street Doral, FL 33178	William Bryson (786) 331-5105	Madeline Clodfelter (786) 331-5116	Emerson Brown (786) 331-4612
Homeless Trust	20	HT	Stephen P. Clark Center 111 NW 1 st St., 27 th FL Miami, FL 33128	David Raymond (305) 375-1490	Sheneka Adderly (305) 375-5605	Sheneka Adderly (305) 375-5605
Human Rights & Fair Employment Practices	214	FE	Stephen P. Clark Center 111 NW 1 st St., 22 nd FL Miami, FL 33128	Lucia Davis-Raiford (305) 375-2784	Sharon Smith (305) 375-2784	Sharon Smith (305) 375-2784
Information Technology Department	14	ET	5680 SW 87 th Avenue Miami, FL 33173	Angel Petisco (305) 596-8700	Shanda Mazzorana (305) 596-8313	Lylliam Arocho (305) 596-8279
Inspector General	99*	IG	Biscayne Building 19 W. Flagler St. Suite 220 Miami, FL 33130	Chris Mazzella (305) 375-1946	Maria McNally (305) 375-1946	Maria McNally (305) 375-1946

* Indicates the department is not under the Mayor's purview.

DEPARTMENT DIRECTORY

Department Name	DEPT #	FAMIS Name	Address	Department Director	Department Personnel Representative (DPR)	Tuition Refund Coordinator (TRC)
Internal Services	300	ID	Stephen P. Clark Center 111 N.W. 1 St., Suite 2130 Miami, FL 33128	Lester Sola (305) 375-2363	Beverly Hall (305) 375-2607	
Judicial Administration	30*	JA	Courthouse Center 175 NW 1 st Ave, 27 th FL Miami, FL 33128	Sandra Lonergan (305) 349-7000	Ileana Munoz (305) 349-7352	Ileana Munoz (305) 349-7358
Juvenile Services	34	JU	275 NW 2 nd St., 2 nd FL Miami, FL 33128	Morris Copeland (305) 755-6202	George Steele (305) 755-6240	George Steele (305) 755-6240
Law Library	210*		Courthouse 73 W. Flagler St., #321 Miami, FL 33130	Johanna Porpiglia (305) 349-7548	Johanna Porpiglia (305) 349-7548	Johanna Porpiglia (305) 349-7548
Legal Aid	204*		Bar Association Building 123 NW 1 st Ave. Miami, FL 33128	Sharon Langer (305) 579-5733 X2240	Bart Garratt (305) 579-1018	Bart Garratt (305) 579-1018
Library	90	LB	Main Library 101 W. Flagler St. Miami, FL 33130	Raymond Santiago (305) 375-5026	Mercy Marrero (305) 375-5010	Michelle Lazo (305) 375-5937
Management & Budget	3	BU	Stephen P. Clark Center 111 NW 1 st St., 22 nd FL Miami, FL 33128	Jennifer Moon (305) 375-5143	Marla Golberg (305) 375-4368	Marla Golberg (305) 375-4368
Medical Examiner	35	ME	Medical Examiner Building Number 1 Bob Hope Rd Miami, FL 33136-1133	Bruce Hyma (305) 545-2425	Theresa Bryant (305) 547-5721	Theresa Bryant (305) 547-5721
Metropolitan Planning Organization	205	MP	Stephen P. Clark Center 111 NW 1 st St., Suite 910 Miami, FL 33128	Irma San Roman (305) 375-4507	Carmen Villaverde Menendez (305) 375-1734	Carmen Villaverde-Menendez (305) 375-1734
Miami-Dade Economic Advocacy Trust	85	MM	Stephen P. Clark Center 111 NW 1 st St., 20 th FL Miami, FL 33128	John Dixon (305) 375-5661	Angela Vaughns (305) 375-5661	Angela Vaughns (305) 375-5661
Office of the Mayor	2	CM	Stephen P. Clark Center 111 NW 1 st St., 29 th FL Miami, FL 33128	Rita C. Lagace (305) 375-1880	Liliana Collazo (305) 375-5427	Liliana Collazo (305) 375-5427
Parks, Recreation and Open Spaces	93	PR	Hickman Building 275 NW 2 nd St., 3 rd FL Miami, FL 33128	Jack Kardys (305) 755-7903	Marta Roque (305) 755-7866	Beatriz Lee (305) 755-7866
Police	32	PD	Miami-Dade Headquarters 9105 NW 25 th St., Rm 1095 Miami, FL 33172	James Loftus (305) 471-3272	Cherita Harvard (305) 471-2565	Delivette Gonzalez (305) 471-2520
Property Appraisal	8*	PA	Stephen P. Clark Center 111 NW 1 st St., 7 th FL Miami, FL 33128	Pedro Garcia (305) 375-4008	Charalambos Flevaris (305) 375-2936	Charalambos Flevaris (305) 375-2936
Public Housing and Community Development	80	HD	Overtown Transit Village 701 NW 1 st Ct., 16 th FL Miami, FL 33136	Gregg Fortner (786) 469-4106	Michael Anderson (786) 469-4163	Juanita Brunson-Alonso (786) 469-4166
Public Works and Waste Management	360	PW	Stephen P. Clark Center 111 NW 1 st St., 16 th FL Miami, FL 33128	Kathleen Woods-Richardson (305) 514-6628		
Regulatory and Economic Resources	355	PE	Stephen P. Clark Center 111 NW 1 st St., 29 th FL Miami, FL 33128	Jack Osterholt (305) 375-3076	Marcia Melendez 305-372-6776	Marcia Melendez 305-372-6776
Seaport	64	SP	1015 N. America Way #210 Miami, FL 33132	Bill Johnson (305) 371-7678	Luis Gonzalez (305) 347-4827	Mike Moody (305) 960-5423
South Florida Workforce Investment Board	71*	PI	7300 NW 19 th St., 5 th FL Miami, FL 33126	Rick Beasley (305) 594-7615 x369	Marian Smith (305) 594-7615 x 374	Marian Smith (305) 594-7615 x 374

* Indicates the department is not under the Mayor's purview.

DEPARTMENT DIRECTORY

Department Name	DEPT #	FAMIS Name	Address	Department Director	Department Personnel Representative (DPR)	Tuition Refund Coordinator (TRC)
State Attorney's Office	29*		1350 NW 12 th Avenue Miami, FL 33136	Katherine Fernandez-Rundle (305) 547-0535	Sylvia Shuler (305) 547-0540	
Transit	67	MT	Overtown Transit Village 701 NW 1 st Ct., Suite 1300 Miami, FL 33136	Ysela Llort (786) 469-5406	Jay Flynn (786) 469-5214	Janice Harrell (786) 469-5221
Vizcaya Museum and Gardens	92	VZ	3251 South Miami Ave. Miami, FL 33129	Joel Hoffman (305) 860-8422	Kyndal Campbell (305) 250-9133 x2250	Kyndal Campbell (305) 250-9133 x2250
Water and Sewer	96	WS	Douglas Building 3071 SW 38 th Ave, Rm 130 Miami, FL 33146	John Renfrow (786) 552-8086	Cecilia Brewer-McDuffie (786) 552-8176	Othello Jones (786) 552-8687

Non Departmental

Public Health Trust Support	100	ND	111 N.W. 1 St., 22 nd FL Miami, FL 33128		Marla Golberg (305) 375-4368	
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* Indicates the department is not under the Mayor's purview.

Effective November 28, 2011, the following department mergers were implemented.

Old Department

New Department

Human Resources	5	Internal Services 300
GSA	11	
Procurement Management	12	
Office of Capital Improvement	227	

Building and Neighborhood Compliance	44	PERA 355
Environmental Resource Management	55	
Planning & Zoning	26	

Solid Waste	50	PWWM 360
Public Works	60	

Planning & Zoning	26	SPEED 375
Consumer Services	28	
Film & Entertainment	24	
Small Business	27	
International Trade Consortium	21	
Sustainability	75	

CAA	79	CAHSD 379
Human Services	84	

Effective 5/28/2012

PERA	355	Regulatory and Economic Resources (RER) 355
SPEED	375	

**REDUCTIONS/RESTORATIONS OF PAY & BENEFITS
COLLECTIVE BARGAINING 2008-11 & 2011-14**

BU Code	Union	Insurance Contribution *	Action Suspend or Restore Period	Merit Increases		Longevity Bonus Awards		Flex Dollars		Premium Pay (4C-Bargaining Unit/LC-Non-Bargaining Unit/5B-PBA)		HOLIDAYS Furlough Days Forgo Premium Pay	HOLIDAYS Furlough Days Forgo Premium Pay	HOLIDAYS Furlough Days Forgo Premium Pay	Overtime	Other	CBA Implementation Reductions Implementation DATE
		Pay Period Start Date		Pay Period Start Date	End Date	Pay Period Start Date	End Date	Pay Period Start Date	End Date	Pay Period Start Date	End Date	FY 2011-12	FY 2012-13	FY 2013-14	Effective: CBA 2011-14		
A	AFSCME Local 121- Water and Sewer	10/4/2010-10/2/2011 8.1%	SUSPEND	10/4/10	10/2/11	10/4/10	10/2/11	10/4/10	10/2/11	10/4/10	10/2/11						
		10/3/2011-2/5/2012 5%	RESTORE	10/3/11	N/A	10/3/11	N/A	10/3/11	1/22/12	10/3/11	1/22/12	3 Holiday Furloughs/3 Furlough days: President's Day Memorial Day 4th of July*	3 Holiday Furloughs/3 Furlough days: Veteran's Day President's Day 4th of July*	3 Holiday Furloughs/3 Furlough days: Veteran's Day President's Day 4th of July*	Change to weekly overtime	Entry pay rate: EE goes to step 2 after 1 year Vacation Advance Eliminated Holiday Max goes from 160-200 OCL - requires authorization after 13 PPs "Y" Time considered time worked 2011 Insurance Rate	1/23/2012
		2/6/2012 9%	SUSPEND Flex and Premium only	NO FREEZE				1/23/12	9/28/14	1/23/12	9/28/14	*if EE works, EE granted AD	*if EE works, EE granted AD	*if EE works, EE granted AD			
H	AFSCME Local 199 - General	2/22/2010-2/19/2012 5%	SUSPEND	2/22/10	2/20/11	2/22/10	2/20/11	2/22/10	2/20/11	2/22/10	2/20/11						
			RESTORE	2/21/11	N/A	2/21/11	N/A	2/21/11	1/22/12	2/21/11	1/22/12	4 Holiday Furloughs/4 Furlough days PLUS forgo premium pay on all other holidays EXCEPT Christmas Day: Furlough days: President's Day Memorial Day 4th of July* Labor Day	4 Holiday Furloughs/4 Furlough days PLUS forgo premium pay on all other holidays EXCEPT Christmas Day: Furlough days: Columbus Day Veteran's Day President's Day Memorial Day	4 Holiday Furloughs/4 Furlough days PLUS forgo premium pay on all other holidays EXCEPT Christmas Day: Furlough days: Columbus Day Veteran's Day President's Day Memorial Day	No change-remains as daily overtime Call back guarantee reduced from 4 hours to 3 hours guaranteed OT	1% SALARY REDUCTION TO PAY PLAN AND EE RECORDS On-Call "OC" reduced from 2 steps to 1 step Entry pay rate: EE goes to step 2 after 1 year OCL - requires authorization after 13 PPs 2011 Insurance Rate	1/23/2012
		2/20/2012-3/4/2012 9% 3/5/2012-4/29/2012 10% (4 pps) 4/30/2012 9%	SUSPEND Flex and Premium only	NO FREEZE				1/23/12	9/28/14	1/23/12	9/28/14	Furlough Days (4) * If EE works, EE granted AD	Furlough Days (4) On the 6 remaining holidays where premium pay is suspended employees who are not required to work will be paid their shift. Report "AH" on PAR.	Furlough Days (4) On the 6 remaining holidays where premium pay is suspended employees who are not required to work will be paid their shift. Report "AH" on PAR.			

**REDUCTIONS/RESTORATIONS OF PAY & BENEFITS
COLLECTIVE BARGAINING 2008-11 & 2011-14**

BU Code	Union	Insurance Contribution *	Action Suspend or Restore Period	Merit Increases		Longevity Bonus Awards		Flex Dollars		Premium Pay (4C-Bargaining Unit/ LC-Non-Bargaining Unit/5B-PBA)		HOLIDAYS Furlough Days Forgo Premium Pay	HOLIDAYS Furlough Days Forgo Premium Pay	HOLIDAYS Furlough Days Forgo Premium Pay	Overtime	Other	CBA Implementation Reductions Implementation DATE
		Pay Period Start Date		Pay Period Start Date	End Date	Pay Period Start Date	End Date	Pay Period Start Date	End Date	Pay Period Start Date	End Date	FY 2011-12	FY 2012-13	FY 2013-14	Effective: CBA 2011-14		
G	AFSCME Local 1542 – Aviation	2/22/2010 - 12/11/2011 5%	SUSPEND	2/22/10	2/20/11	2/22/10	2/20/11	2/22/10	2/20/11	2/22/10	2/20/11	1 Holiday furlough: President's Day	1 Holiday furlough: President's Day	1 Holiday furlough: President's Day	CB- 1 hr min No change in OT rules- remains as daily overtime	2011 Insurance Rate	12/12/2011
			RESTORE	2/21/11	N/A	2/21/11	N/A	2/21/11	12/11/11	2/21/11	12/11/11	EEs not assigned to 24/7 operations eligible to cover with leave	EEs not assigned to 24/7 operations eligible to cover with leave	EEs not assigned to 24/7 operations eligible to cover with leave			
		12/12/2011 - 10% 9% ??TBD	SUSPEND Flex and Premium only	NO FREEZE				12/12/11	9/28/14	12/12/11	9/28/14						
F	AFSCME Local 3292- Solid Waste	2/22/2010- 2/5/2012 5%	SUSPEND	12/14/09	12/12/10	11/30/09	11/28/10	11/30/09	11/28/10	11/30/09	11/28/10	N/A	N/A	N/A	Change to weekly overtime through 9/30/14; then restore	Pay Exceptions 21 (2 steps) changed to 05 (1 step) N2 (paid at 1 step) Suspend all other supplements through 9/30/2014; then restore Entry pay rate: EE goes to step 2 after 1 year Reduce Uniform Allowance from \$250 to \$125 (paid January each year)	1/23/2012
			RESTORE	12/13/10	N/A	11/29/10	N/A	11/29/10	1/22/12	11/29/10	1/22/12						
		2/6/2012 9%	SUSPEND Flex and Premium only	NO FREEZE				1/23/12	9/28/14	1/23/12	9/28/14						
K	GSAF/ OPEIU Local 100- Supervisory	6/14/2010- 2/5/2012 5%	SUSPEND	6/14/10	6/12/11	6/14/10	6/12/11	N/A	N/A	N/A	N/A	6 Holiday Furloughs/2 Furlough days: Christmas Day* MLK President's Day Memorial Day 4th of July* Labor Day Furlough Days (2) * If EE works, EE granted AD	6 Holiday Furloughs/2 Furlough days: Columbus Day Thanksgiving Day* Christmas Day* President's Day Memorial Day 4th of July* Furlough Days (2) * If EE works, EE granted AD	6 Holiday Furloughs/2 Furlough days: Columbus Day Thanksgiving Day* Christmas Day* President's Day Memorial Day 4th of July* Furlough Days (2) * If EE works, EE granted AD	Change to weekly overtime	Pay Exceptions 21 (2 steps) changed to 05 (1 step) Remove PE 30 and OF Entry pay rate: EE goes to step 2 after 1 year PAR Codes: N2 (paid at 1 step), Suspend: PAR code: KM 2011 Insurance Rate	12/26/2011
			RESTORE	6/13/11	N/A	6/13/11	N/A	N/A	N/A	N/A	N/A						
		2/6/2012 9%	SUSPEND Flex and Premium only	NO FREEZE				12/26/11	9/28/14	12/26/11	9/28/14						
		11/28/2011 0%	RESTORE	2/21/11	N/A	2/21/11	N/A	N/A	N/A	N/A	N/A						

**REDUCTIONS/RESTORATIONS OF PAY & BENEFITS
COLLECTIVE BARGAINING 2008-11 & 2011-14**

BU Code	Union	Insurance Contribution *	Action Suspend or Restore Period	Merit Increases		Longevity Bonus Awards		Flex Dollars		Premium Pay (4C-Bargaining Unit/LC-Non-Bargaining Unit/5B-PBA)		HOLIDAYS Furlough Days Forgo Premium Pay	HOLIDAYS Furlough Days Forgo Premium Pay	HOLIDAYS Furlough Days Forgo Premium Pay	Overtime	Other	CBA Implementation Reductions Implementation DATE
		Pay Period Start Date		Pay Period Start Date	End Date	Pay Period Start Date	End Date	Pay Period Start Date	End Date	Pay Period Start Date	End Date	FY 2011-12	FY 2012-13	FY 2013-14	Effective: CBA 2011-14		
M	GSAF/ OPEIU Local 100 - Professional	6/14/2010-2/5/2012 5%	SUSPEND	6/14/10	6/12/11	6/14/10	6/12/11	N/A	N/A	N/A	N/A	6 Holiday Furloughs/2 Furlough days: Christmas Day* MLK President's Day Memorial Day 4th of July* Labor Day	6 Holiday Furloughs/2 Furlough days: Columbus Day Thanksgiving Day* Christmas Day* President's Day Memorial Day 4th of July*	6 Holiday Furloughs/2 Furlough days: Columbus Day Thanksgiving Day* Christmas Day* President's Day Memorial Day 4th of July*	Change to weekly overtime	Pay Exceptions 21 (2 steps) changed to 05 (1 step) Remove PE 30 and 0F Entry pay rate: EE goes to step 2 after 1 year PAR Codes: N2 (paid at 1 step), suspend: KM 2011 Insurance Rate	12/26/2011
			RESTORE	6/13/11	N/A	6/13/11	N/A	N/A	N/A	N/A	N/A						
		2/6/2012 9%	SUSPEND Flex and Premium only	NO FREEZE				12/26/11	9/28/14	12/26/11	9/28/14	Furlough Days (2) * If EE works, EE granted AD	Furlough Days (2) * If EE works, EE granted AD	Furlough Days (2) * If EE works, EE granted AD			
C	International Association of Fire Fighters (IAFF) Local 1403	2/22/2010 - 11/27/2011 5%	SUSPEND	2/22/10	2/20/11	2/22/10	2/20/11	2/22/10	N/A	N/A	N/A	3 Holidays- Eliminate Premium Pay for: Friday after Thanksgiving New Year's Day President's Day	3 Holidays- Eliminate Premium Pay for: Columbus Day Friday after Thanksgiving President's Day	3 Holidays- Eliminate Premium Pay for: Columbus Day Friday after Thanksgiving President's Day	No change in calculation	Adjusted Rate Calculation Entry Rate goes to step 2 in 1 year for Fire Rescue Dispatcher classification (occ 4121) 2011 Insurance Rate	11/28/2011
		11/28/2011 0%	RESTORE	2/21/11	N/A	2/21/11	N/A	N/A	N/A	N/A	N/A						

REDUCTIONS/RESTORATIONS OF PAY & BENEFITS
COLLECTIVE BARGAINING 2008-11 & 2011-14

BU Code	Union	Insurance Contribution *	Action Suspend or Restore Period	Merit Increases		Longevity Bonus Awards		Flex Dollars		Premium Pay (4C-Bargaining Unit/LC-Non-Bargaining Unit/5B-PBA)		HOLIDAYS Furlough Days Forgo Premium Pay	HOLIDAYS Furlough Days Forgo Premium Pay	HOLIDAYS Furlough Days Forgo Premium Pay	Overtime	Other	CBA Implementation Reductions Implementation DATE
		Pay Period Start Date		Pay Period Start Date	End Date	Pay Period Start Date	End Date	Pay Period Start Date	End Date	Pay Period Start Date	End Date	FY 2011-12	FY 2012-13	FY 2013-14	Effective: CBA 2011-14		
E	Police Benevolent Association (PBA) - Rank and File	3/8/2010-2/19/2012 5%	SUSPEND	3/8/10	3/6/11	3/8/10	3/6/11	3/8/10	3/6/11	N/A	N/A	10 Holidays- Eliminate Premium Pay: Columbus Day Veteran's Day Thanksgiving Day* Friday after TG Christmas* MLK President's Day Memorial Day 4th of July* Labor Day * If EE works, EE granted AD	10 Holidays- Eliminate Premium Pay: Columbus Day Veteran's Day Thanksgiving Day* Friday after TG Christmas* MLK President's Day Memorial Day 4th of July* Labor Day • If EE works, EE granted AD	10 Holidays- Eliminate Premium Pay: Columbus Day Veteran's Day Thanksgiving Day* Friday after TG Christmas* MLK President's Day Memorial Day 4th of July* Labor Day • If EE works, EE granted AD	Weekly overtime CB- 1 hr min CT - 2 hr min	Uniform Allowance Suspended Suspend Non Sworn Support (pay exception 5B) Pay Exceptions 21 (2 steps) changed to 05 (1 step) PAR code N2 paid at 1 step \$50 biweekly car payment 2011 Insurance Rate	12/12/2011
		2/20/2012 - 3/4/2012 9%	RESTORE	3/7/11	N/A	3/7/11	N/A	3/7/11	12/11/11	N/A	N/A						
		3/5/2012-4/29/2012 10% (4 pps) 4/30/2012 9%	SUSPEND Flex	NO FREEZE				12/12/11	9/28/14	12/12/11	9/28/14						
P	Police Benevolent Association (PBA)- Supervisory	3/8/2010 - 2/19/2012 5%	SUSPEND	3/8/10	3/6/11	3/8/10	3/6/11	3/8/10	3/6/11	N/A	N/A	10 Holidays- Eliminate Premium Pay: Columbus Day Veteran's Day Thanksgiving Day* Friday after TG Christmas* MLK President's Day Memorial Day 4th of July* Labor Day • If EE works, EE granted AD	10 Holidays- Eliminate Premium Pay: Columbus Day Veteran's Day Thanksgiving Day* Friday after TG Christmas* MLK President's Day Memorial Day 4th of July* Labor Day * If EE works, EE granted AD	10 Holidays- Eliminate Premium Pay: Columbus Day Veteran's Day Thanksgiving Day* Friday after TG Christmas* MLK President's Day Memorial Day 4th of July* Labor Day • If EE works, EE granted AD	Weekly overtime CB- 1 hr min CT - 2 hr min	Uniform Allowance Suspended Suspend Non Sworn Support (pay exception 5B) \$50 biweekly car payment 2011 Insurance Rate	12/12/2011
		2/20/2012 - 3/4/2012 9%	RESTORE	3/7/11	N/A	3/7/11	N/A	3/7/11	12/11/11	N/A	N/A						
		3/5/2012 - 4/29/2012 10% (4 pps) 4/30/2012 9%	SUSPEND Flex	NO FREEZE				12/12/11	9/28/14	N/A	N/A						

REDUCTIONS/RESTORATIONS OF PAY & BENEFITS
COLLECTIVE BARGAINING 2008-11 & 2011-14

BU Code	Union	Insurance Contribution *	Action Suspend or Restore Period	Merit Increases		Longevity Bonus Awards		Flex Dollars		Premium Pay (4C-Bargaining Unit/LC-Non-Bargaining Unit/5B-PBA)		HOLIDAYS Furlough Days Forgo Premium Pay	HOLIDAYS Furlough Days Forgo Premium Pay	HOLIDAYS Furlough Days Forgo Premium Pay	Overtime	Other	CBA Implementation Reductions Implementation DATE
		Pay Period Start Date		Pay Period Start Date	End Date	Pay Period Start Date	End Date	Pay Period Start Date	End Date	Pay Period Start Date	End Date	FY 2011-12	FY 2012-13	FY 2013-14	Effective: CBA 2011-14		
D	Transit Workers' Union Local 291	4/5/2010 - 2/5/2012 5%	SUSPEND	4/5/10	4/3/11	4/5/10	4/3/11	4/5/10	4/3/11	4/5/10	4/3/11	Eliminate all Premium Pay on all holidays EXCEPT the employee's birthday	Eliminate all Premium Pay on all holidays EXCEPT the employee's birthday	Eliminate all Premium Pay on all holidays EXCEPT the employee's birthday			
			RESTORE	4/4/11	N/A	4/4/11	N/A	4/4/11	4/1/12	4/4/11	4/1/12	On "holiday no report" days, employees who are not required to work will be paid their shift or "run pay", whichever is applicable. Report "AH" on PAR.	On "holiday no report" days, employees who are not required to work will be paid their shift or "run pay", whichever is applicable. Report "AH" on PAR.	On "holiday no report" days, employees who are not required to work will be paid their shift or "run pay", whichever is applicable. Report "AH" on PAR.			
		2/6/2012 9%	SUSPEND Flex and Premium only	NO FREEZE				4/2/12	9/28/14	4/212	9/28/14	Remaining "holiday no report" days in FY 2011-12: Memorial Day 4th of July Labor Day	"Holiday no report" days: Thanksgiving Day Christmas Day New Year's Day Memorial Day 4th of July Labor Day	"Holiday no report" days: Thanksgiving Day Christmas Day New Year's Day Memorial Day 4th of July Labor Day	N/A	2011 insurance rate as of 1/23/2012	4/1 OR 4/2/2012 depending on PPB date for Flex and Premium Suspensions Only. First holiday with suspension of premium is President's Day.

REDUCTIONS/RESTORATIONS OF PAY & BENEFITS
COLLECTIVE BARGAINING 2008-11 & 2011-14

BU Code	Union	Insurance Contribution *	Action Suspend or Restore Period	Merit Increases		Longevity Bonus Awards		Flex Dollars		Premium Pay (4C-Bargaining Unit/ LC-Non- Bargaining Unit/5B-PBA)		HOLIDAYS Furlough Days Forgo Premium Pay	HOLIDAYS Furlough Days Forgo Premium Pay	HOLIDAYS Furlough Days Forgo Premium Pay	Overtime	Other	CBA Implementation Reductions Implementation DATE
		Pay Period Start Date			Pay Period Start Date	End Date	Pay Period Start Date	End Date	Pay Period Start Date	End Date	Pay Period Start Date	End Date	FY 2011-12	FY 2012-13	FY 2013-14	Effective: CBA 2011-14	
L	Non-Bargaining Unit Exempt ^{(1) (2)}	2/22/2010 5%	SUSPEND	10/5/09	10/3/10	10/5/09	10/3/10	11/16/09	11/14/10	11/16/09	11/14/10	N/A	N/A	N/A	N/A	2011 Insurance Rate	N/A
		N/A	RESTORE	10/4/10	10/2/11	10/4/10	10/2/11	11/15/10	7/10/11	11/15/10	7/10/11						
		7/11/2011 10%	SUSPEND	10/3/11	TBD	10/3/11	TBD	7/11/11	TBD	7/11/11	TBD						
L	Non-Bargaining Unit Classified ^{(2) (3)}	2/22/2010 5%	SUSPEND	11/16/09	11/14/10	11/16/09	11/14/10	11/16/09	11/14/10	11/16/09	11/14/10	N/A	N/A	N/A	N/A	2011 Insurance Rate	N/A
		N/A	RESTORE	11/15/10	11/13/11	11/15/10	11/13/11	11/15/10	7/10/11	11/15/10	7/10/11						
		7/11/2011 10%	SUSPEND	11/14/11	TBD	11/14/11	TBD	7/11/11	TBD	7/11/11	TBD						
L	Non-Bargaining Unit employees who do not report to the Mayor	At the discretion of the entity. Entities vary in pay and benefits.															
(1) 5% Salary reduction for non-bargaining EXEMPT employees was applied to the pay plan and the employee's base salary effective 11/2/2009 through 2/21/2010																	
Benefits NOT RESTORED for non-bargaining unit employees designated a part of the Management Team as per County Manager (Burgess) dated 12/16/2010. Employees are identified in the system as Supervisor																	
Status 01-07: Division Chiefs and above. Executives (E1-E3) also frozen.																	
(3) 5% Salary reduction for non-bargaining CLASSIFIED employees was applied to the pay plan and the employee's base salary effective 11/16/2009 through 2/21/2010																	